Talking Points

HREC continues to focus on ten areas of ongoing, mutual influence which we refer to as the HR Strategy Roadmap:

- HR Information System
- HR Policies & Procedures
- Diversity and Inclusion
- Labor Relations
- Recruiting, Staffing and Onboarding
- Talent Management
- Compensation
- Training
- HR Communication
- Benefits

Principles that guide our work include:

- Provide approaches that are fair, equitable and best in class for all employees
- Give employees more control over their well-being (personal, financial, physical)
- Support individual accountability and decision-making
- Modernize programs and services to meet workforce needs, today and into the future
- Be fiscally responsible (emphasizing greater cost predictability for organization and individual)
- Offer solutions that are administratively simple and efficient

While the prior couple of years had a major focus on Health and Wellness benefits, the primary focus for 2019 will be on Time and Leave Management:
**New Leave Program**

### Today’s Approach
- Provides different benefits to different groups of employees
- Perceived as Unfair or Inequitable
- Doesn’t adequately address needs of current or future workforce
- Difficult to understand
- Difficult to track and monitor use and abuses
- May unintentionally encourage wrong behaviors

### New Approach
- Provides program that is fair for all employees
- Addresses the needs of current and future workforce
- Improves value through greater transparency and communication
- Modernizes time tracking system and capabilities
- Simplified and easier to understand

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**Payroll Cycle Change**

- The HREC, in conjunction with USNH HR, Payroll and Finance, recommended combining our two payroll processing cycles into one payroll processing cycle.
  - Equitable treatment of employees
  - Improve accuracy of Exempt (salary) employee payroll processing
  - Improve efficiency of payroll processing
  - Improve future implementation of a new HR systems such as new benefits administration platform and new time and attendance system
- Work team comprised of system-wide payroll and HR staff tasked with finalizing approach and implementation plan in coordination with leave and time management projects
- Development of comprehensive communication plan

**New Time and Attendance System**

- Standardize time tracking and leave management across USNH by adopting consistent policies and supporting software
- By moving to a standardized tool, USNH will more accurately track work hours, attendance and leave utilization
- Better controls on time and leave should result in savings to each campus, as well as improved reporting to manage absenteeism
- Savings gained through improved productivity, streamlined processes, and adherence to internal and external policies
- Return on investment (ROI) is projected, but will vary based on savings achieved and solution implemented