



Welcome to HR Partners!

November 15, 2016

Agenda

- **Department of Labor Summary**
- **Changes to Graduate Assistant Appointments**
- **Reporting Overtime**
- **Announcements & Deadlines**
- **Spin the Wheel!**

Department of Labor Summary

Iliana Ricelli

Senior Director, Human Resources

New Pay Group

- **Employees who will be changing from exempt to non-exempt will be moved into a new biweekly pay group.**
- **This change will accommodate employees who are considered executive, administrative or professional (as classified by the Fair Labor Standards Act) but earn less than \$47,476/year (DOL's new salary minimum for non-exempt employees) and now must complete a time sheet.**

Annual Leave Accrual

- **The decision was made that all affected employees changing from exempt to non-exempt will retain their annual leave accrual of two days/month.**
- **If the employee is in an administrative position prior to September 1, 2016, they will continue to accrue at two days/month; if the employee moves to an equivalent or higher level position, their leave will continue to be grandfathered. However, if the employee moves to a lower level non-exempt position in the future, the grandfathering of leave will cease.**
- **All new employees hired on or after September 1, 2016 will accrue at the standard biweekly accrual rate.**

Temporary Employees

- **Effective October 3rd, all temporary retirees were switched to a biweekly pay cycle. Any current monthly temporary employee will continue to receive a monthly check until December 31, 2016. In addition, during the month of December, the temporary employee must complete a paper timesheet to record work hours and overtime hours, if appropriate.**
- **A copy of the December timesheet is available [online](#).**

Temporary Employees

- **After the transition to a biweekly pay cycle (effective January 3, 2016), these employees will begin completing timesheets and tracking their hours as required by both the DOL and the Affordable Care Act (ACA).**
- **Per TBR policy, temporary employees are paid only for hours worked and are not eligible for holiday pay.**

Affordable Care Act (ACA) Guidelines

- **According to the ACA guidelines, all employees' work hours must be tracked during the established 10-month measurement period. Benefits will only be offered if the employee has worked an average of 30 hours per week during the measurement period and not at the time of hire.**

Post-Doctoral Fellows (Post-Docs)

- **Effective December 1, 2016, Post-Docs will remain exempt and earn a minimum of \$47,476/yr. Affected departments will need to submit a budget revision to Financial Planning to adjust these salaries to the new minimum.**
- **Those on sponsored projects must consider this new salary minimum when assigning Post-Docs to their projects. For more information, please contact Workforce Management at extension 3573.**

Part-Time Faculty

- **Starting with Spring 2017 appointments, part-time faculty will be paid on a biweekly cycle. For example, a part-time faculty member who received three (3) monthly checks in Fall 2016 will receive six (6) biweekly checks in Spring 2017.**
- **This change will accommodate those employees who work as both part-time faculty and temporary employees simultaneously.**
- **No action will be required on the part of the employee.**
- **Departments will see this change reflected on the E-contract for Spring 2017. The contract will automatically calculate your date fields.**

Affiliate Faculty

- **Affiliate Faculty will earn a minimum of \$47,476/yr. and continue to perform executive, administrative, and/or professional functions as defined by the Fair Labor Standards Act.**
- **Affected departments will need to submit a budget revision to Financial Planning to adjust these salaries to the new minimum.**

Faculty Administrators

- **Regular faculty receive exemption from the Department of Labor because their “...primary duty is teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge.”**
- **However, since Faculty Administrators may not primarily teach, they must earn a minimum of \$47,476/yr. to remain exempt.**

Fringe Benefit Rate

- **The rates will remain the same for exempt (36.4%); non-exempt (60.1%); temporary employees without insurance (7.3%); and temporary employees with insurance (12.2%) until June 30, 2017.**
- **Since employees in the new pay group were previously exempt, they will continue to have a fringe rate of 36.4% until June 30, 2017.**
- **Once the university is issued the new rates, the updated amounts will be provided.**

New Position Numbers

- **As Financial Planning and HR begin converting positions to the new employee classification (E-class=AB), Financial Planning will assign new position numbers which will be provided to the affected departments. As you are aware, a new number is required for all employees changing e-classes.**
- **For those of you who have already met with Workforce Management, please submit your budget revisions to Workforce Management at your earliest convenience.**

Graduate Assistants (Exempt)

- **There will be two types of Monthly Graduate Assistants (Masters and Doctoral, monthly paid): Research and Teaching/Instructional.**
- **Research positions will be created in the research function only (program code range 2500-2999); teaching positions will be created in the instruction function only (program code range 2000-2499). Departments are encouraged to create indexes in these two functions, as needed.**
- **Because research and teaching GAs are classified as exempt and specifically work in academic departments, these positions will be limited to academic/research areas.**

Graduate Assistants (Non-Exempt)

- **Hourly Graduate Assistants (Masters and Doctoral, biweekly paid) will be created in all functions, as needed. These GAs are considered administrative graduate assistants and will be classified as non-exempt.**
- **They will be required to complete an electronic time sheet and record all hours worked; their pay rate must be at least equal to the federal minimum wage of \$7.25/hour.**
- **All non-academic departments should create administrative graduate assistants (if you have not done so already).**

E-Contract Changes (GAs)

- **Hourly Graduate Assistants (Masters and Doctoral, biweekly paid) will be created in all functions, as needed. These GAs are considered administrative graduate assistants and will be classified as non-exempt.**
- **They will be required to complete an electronic time sheet and record all hours worked; their pay rate must be at least equal to the federal minimum wage of \$7.25/hour.**
- **All non-academic departments should create administrative graduate assistants (if you have not done so already).**

Questions?

Changes to Graduate Assistant Appointments

Danny Linton

Assistant Director, Human Resources

Changes to Graduate Assistant Appointments

- **What's Not Changing:**
You still need an E-Contract and an EPAF.
- **E-Contract: The legally-binding electronic contract offered from your department to the GA. Accessed at www.memphis.edu/econtract**
- **EPAF: An Electronic Personnel Action Form in Banner. The EPAF gets created by Shared Services when the E-Contract is finalized.**
- **No E-Contract? No EPAF. No EPAF? No paycheck.**

Changes to Graduate Assistant Appointments

- **E-Contract Workflow:**
 - **1. Originator**
 - **2. Departmental Approver**
 - **3. College Approver (optional)**
 - **4. Graduate School**
 - **5. Student**
 - **6. Shared Services**

Changes to Graduate Assistant Appointments

- **EPAFs Workflow:**
 - **1. Shared Services AND THAT'S IT!**
Departments do not initiate or approve EPAFs, but they can (and should) monitor them via Argos.

Changes to Graduate Assistant Appointments

- **Remember: The student must accept all terms of the E-Contract AND any subsequent revisions.**
- **If your department is using an MOU, they are available on the E-Contract.**
- **If you are using Federal Work Study funds, those dollars must be used first in each semester they are available. For example, an academic year GA appointment would use Work Study in September and January.**

Changes to Graduate Assistant Appointments

- **What IS changing: New E-Classes**

GA: Master's level, Research or Teaching (Exempt)

GB: Doctoral level, Research or Teaching (Exempt)

GC: Master's level, Admin/Clerical/Other (Non-Exempt)

GD: Doctoral level, Admin/Clerical/Other (Non-Exempt)

GW: Master's level, Research or Teaching, Work Study (Exempt)

GX: Doctoral level, Research or Teaching, Work Study (Exempt)

GY: Master's level, Admin/Clerical/Other, Work Study (Non-Exempt)

GZ: Doctoral level, Admin/Clerical/Other, Work Study (Non-Exempt)

If your department doesn't have one of these and needs it, a new position number will need to be requested thru Financial Planning (or Grants, if appropriate).

Changes to Graduate Assistant Appointments

- **Only graduate assistants who do research, teaching, or instruction can be paid monthly (exempt). These are GAR, GAT, and GAI codes. There will be different position numbers for research and teaching, which may affect your existing contracts for the spring. Financial Planning is contacting the main business officers across campus to notify of affected contracts.**

Changes to Graduate Assistant Appointments

- **All others must be paid as non-exempt (biweekly) and complete a timesheet. This technically makes them overtime-eligible. They must be paid at least minimum wage and in most cases still work only the usual 20-hour schedule. Remember your holiday breaks when calculating this pay rate.**
- **All GAs CONVERTING TO NON-EXEMPT who have current assignments going into the spring will terminate 12/31 and need new contracts entered.**

Changes to Graduate Assistant Appointments

- **All of a GA's assignments must be either exempt OR non-exempt. No employee can be on both the monthly and biweekly payroll at the same time. The E-Contract will warn you if you are about to create this mismatch.**
- **Work study should never exceed the student's limit. Round down on your hourly rate!**

Changes to Graduate Assistant Appointments

DEMONSTRATION

Reporting Overtime

Danny Linton
Assistant Director, Human Resources

Reporting Overtime

- **With many employees now becoming overtime-eligible, it's a good idea to familiarize yourself with the nuances of the process of calculating overtime and reporting it in Web Time Entry.**
- **Following are some example scenarios and how to report them as overtime.**

Reporting Overtime

- **A standard University work week is 37.5 hours. Straight overtime applies to the next 2.5 hours worked, and anything above 40 hours is premium overtime.**
- **Overtime is calculated weekly on a Saturday-thru-Friday basis. Just because an employee worked more than 7.5 hours on a given day does not necessarily mean he/she will qualify for overtime for the week. Each biweekly pay period contains two Saturday-thru-Friday periods.**

Reporting Overtime

- **Web Time Entry does NOT calculate overtime automatically.**
- **Employee leave (e.g. sick, annual, jury duty, etc.) do not count as actual hours present when computing employee overtime.**
- **University paid holidays do count as actual hours present for the employee when computing overtime, applicable during the work week in which the holiday fell.**

Reporting Overtime

- **University paid holidays (7.5 hours each) must be manually entered on the employee's time sheet on the appropriate day within the Holiday Pay earnings code line item.**
- **If a biweekly employee physically works on a holiday, then the employee's time sheet should show 7.5 hours in holiday pay, and the appropriate number of physical hours worked on the same day's column.**

Reporting Overtime: Scenario #1

- **Sally worked five hours beyond her usual 37.5 hour schedule in a week. Sally took no leave during this period. This time should be reported as follows:**
 - **37.5 hours regular time**
 - **2.5 hours straight overtime**
 - **2.5 hours premium overtime**

Reporting Overtime: Scenario #2

- **Alan worked five hours beyond his usual 37.5 hours in one week. Alan also took one day as a sick day during this week. Since Alan “worked” only 35 hours, this time should be reported as follows:**
 - **30 hours regular pay**
 - **7.5 hours sick leave**
 - **5 hours straight overtime**
 - **Zero (0) hours of premium overtime**

Reporting Overtime: Scenario #3

- **John is present at work for 37.5 hours in a week. The week has one holiday, and due to extenuating circumstances, John had to come to work on the holiday. John did not take any other time off. Since holiday pay counts as hours present, the time John worked on the holiday will count as 2.5 hours of straight overtime and 5.0 hours of premium overtime. The hours reported would be as follows:**
 - **7.5 Holiday**
 - **30.0 Regular Pay**
 - **2.5 Straight Overtime**
 - **5.0 Premium Overtime**

Reporting Overtime

- **For assistance with tracking work hours for non-exempt employees who travel, please consult the examples in the [presentation](#) from HR Partners earlier this year.**

Announcements & Deadlines

Announcements & Deadlines

- **New Employees**

Announcements & Deadlines

- **HR Brown Bag Sessions: 2016 & 2017**

Announcements & Deadlines

- **Today is the final day of the 2016 Employee Charitable Giving Campaign!**
- **Please visit memphis.edu/ecgc and sign up to give!**

Announcements & Deadlines

- **Photos from the 2016 Career Milestone Awards are available [online](#).**
- **Recipients should place gift orders by January 31, 2017.**

Announcements & Deadlines

- **There will be no HR Partners meeting in December.**
- **Instead, join us for the HR Holiday Open House!**

Wednesday, December 14th

9-11 a.m.

Administration Building Lobby



THANK YOU!

www.memphis.edu/hrpartners