

# Welcome



## Workflow Non-faculty Temporary Appointments - All Hourly Paid



WESTERN MICHIGAN UNIVERSITY

October 2013

# Purpose of Workshop

- The University is moving toward processing all non-faculty temporary appointment forms as hourly
- Effective 10/28/2013



# Presentation Outline

- Purpose of the change
- Processing forms through the PSHR WMU Workflow
  - Who's impacted
  - Specific PSHR WMU Workflow appointment types
- Reminders
- Available resources
- Q&A and Conclusion



# Purpose of the Change

- Federal regulations:
  - Fair Labor Standards Act
  - Family Medical Leave Act
  - Affordable Health Care Act
- These federal regulations require tracking hours worked for hourly (non-exempt) employees who are regular benefits-eligible employees and temporary employees
- Better able to systematically track hours worked by temporary employees



# Who is Impacted?

- WMU temporary staff employees who hold only a temporary position.
- Benefits-eligible staff employees who hold a temporary position in addition to their regular assignment. For these employees, their regular benefits-eligible position may be either salaried or hourly, but in all cases their temporary position will be paid on an hourly basis.



# Hourly Appointments ~ PSHR WMU

## Workflow

Title	Grade	Assignment Type	Description
<b>Temporary Non-exempt Additional Appointment</b>	<b>N99</b>	<b>H00</b>	Use for current <b>WMU benefits-eligible employees</b> who are performing additional non-exempt work (outside of normal workload)
<b>Temporary Non-exempt</b>	<b>N99</b>	<b>H01</b>	Use for <b>non-benefit eligible employees</b> performing non-exempt work



# Salaried Appointments ~ PSHR WMU

## Workflow

Title	Grade	Assignment Type	Description
<p><b>Salaried Administrative Officer with faculty rank</b></p> <p><i>(formerly Temp Exempt – Additional Appointment)</i></p>	<p><b>E99</b></p>	<p><b>S02</b></p>	<p><b>Use for current Administrative Officers who are performing additional exempt work (outside of normal workload) per FLSA guidelines. (Examples- chair or dean)</b></p> <p><b>NOTE: Do NOT use for faculty non-instructional appointments or Administrative Officers without faculty rank.</b></p>



# Salaried Assignment Type No Longer Active ~ PSHR WMU Workflow

Title	Grade	Assignment Type	Description
Temporary Exempt	E99	S04	<b>This appointment type is no longer used.</b>





# Continue to Process as Hourly Appointments ~ PSHR WMU Workflow

Title	Grade	Assignment Type	Description
<b>Temporary Non-Exempt</b>	<b>N99</b>	<b>H02</b>	Use <b>only</b> for persons employed at Miller Auditorium as stagehands
<b>Hourly Student Appointment</b>	<b>A1 – A4 B1 – B4 C1 – C4 D1 – D4 Q</b>	<b>001</b>	Use for WMU students. The Student Hourly Appointment Form can be submitted even if the student is non-enrolled during summer sessions or for one semester



# Excluded from Hourly Appointments ~ PSHR WMU Workflow

Continue to process the following temporary appointments as salaried:

- Additional and overload appointments for AAUP faculty
- PIO faculty appointments
- Graduate assistantships
- Additional appointments for senior administrative officers holding faculty rank



# HR Reminders

- When completing Workflow:
  - Process forms timely:
    - Before employee starts work
    - Forms due date: as noted on the Forms Forum newsletter or by the Payroll's fiscal year pay schedule
    - Appointment begin date and end date
  - Describe the work for temp appointments
    - Include the number of hours to work per week
  - Minimum basic rate per hour
    - \$7.40



# HR Reminders (continue)

- Please do not promise a flat rate of pay
  - Departments may not pay temporary employees a flat amount for work completed
    - e.g., \$100 for a specific assignment without regard to the number of hours required to complete the assignment
- Departments need to show how many hours their employees have worked



# Payroll Reminders

- Temporary employees must record hours worked on a time sheet to be submitted to their supervisor for review and approval
  - Completing a Timesheet
    - Report time on a daily basis
    - Report actual hours worked each day
    - Time reports must match the biweekly time reported in KRONOS
    - Time reports must be signed by the employee and the supervisor
    - The employee must initial any changes made to his/her timesheet



# Payroll Reminders (continue)

- Overtime hours and pay rate:
  - Workflow Appointment form vs. KRONOS
- What to do when required to pay an employee overtime, but not sure who pays it because employee works for multiple departments



# Overtime Reminders



- Comp time is prohibited at WMU.
- Overtime pay is required whenever a non-exempt (hourly paid) employee works over forty hours in a single work week. The overtime rate is one and one-half times an employee's regular rate of pay.
  - All overtime hours must be pre-authorized by the employee's supervisor
  - Overtime hours NOT authorized must still be paid
  - Work done by an hourly employee for a different department counts towards weekly hours worked





# Grants and Contracts Reminders

- The overtime rate is generally not chargeable to grants.
- The hiring department may be responsible for the amount above the regular rate of pay.
- Please check with the Grants and Contracts department prior to submitting the appointment.





# Resources

- PSHR WMU Electronic Workflow User Guide/Workflow News
  - Human Resources home page - Electronic Workflow
    - [www.wmich.edu/hr/officemanagement/](http://www.wmich.edu/hr/officemanagement/)
  - Viewable in PSHR Workflow/Worklist
- Policies and Procedures Manual (eff. 10/28)
- PowerPoint Presentation
  - HR web site ~ Spotlight section
  - Electronic Workflow
    - [www.wmich.edu/hr/officemanagement/workflow](http://www.wmich.edu/hr/officemanagement/workflow)
- HR Representative
  - [www.wmich.edu/hr/representatives.html](http://www.wmich.edu/hr/representatives.html)



# Conclusion

- Remember:
  - For intermittent appointments, complete workflow appointment for one year
  - Please do not process as a flat rate
  - Contact your HR Rep if you have questions
  - The Big Picture



# Q & A



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# Scenario #1

A WMU department has budgeted a specific amount of \$500 to hire a temp for a special project. The WMU department hires a WMU employee from another department to complete the project work. You are asked to complete the additional temporary appointment. The following slide gives consideration to information you will need before you begin processing the additional temp appointment on workflow.



# Scenario #1 (continue)

- Describe the work the department is hiring the temp employee to complete
- When will the appointment begin and end?
  - ❖ October 28 through Nov 8
- How many hours do you estimate the WMU temp will work per week and in the pay period?
  - ❖ Five (5) hours per week and a total of ten (10) hours for the pay period
- Is this an hourly employee who currently works 40 hours per week in his/her regular position? Will the additional appointment hours push the hours worked per week over 40 hours? If yes, be sure to calculate and pay overtime rate.
- Hourly rate will be:
  - ❖ \$50 per hour



# Scenario #1 (continue)

- ✓ Amount should always be at least the minimum wage, but if the amount comes out to less than the minimum wage... Contact your HR Rep to discuss.



# Scenario #2

- Commissioning an art piece
  - A WMU department hires a WMU employee to create art work. The time spent creating art work should be paid on an hourly appointment.

Note: This differs from someone interested in buying existing art work.

