Welcome!!!!!!

Quarterly
HRMS
Users Group
Meeting

April 15, 2014
Purpose

- Meet the Subject Matter Experts
- Demystify Processes & Procedures
- Educate & Inform
- Open Dialogue
Meetings Should Be:

- Interactive
- Informative
- Educational
Agenda

- Introductions
- Diversity Education Update
- Taleo Onboarding Update
- Retirement Rates for FY 2015
- Winter Break Update
- Work Study Mass Terminations
- Faculty Contracts
- Spring Terminations
- Summer Faculty Payrolls
- Summer Payroll Deadlines
Agenda (continued)

- Payroll Calendars – May – July 2014
- May 30th Payroll Signoff
- MFE Dates for Email Provisioning
- FY 2015 Rehired Retiree Certifications
- Affordable Care Act Update
- Common eTime Errors
- Finance & Administration Assistance
- Assistance
- Q & A
Introduction of Panel
Diversity Education Update
- Dr. John Day
  jday@gsu.edu
- Lyndell Robinson
  lorobinson@gsu.edu
Taleo Onboarding Update
- Deborah Wilson
  dwilson65@gsu.edu

- Patsy Turner
  pturner@gsu.edu

- Douglas Samuels
  dsamuels@gsu.edu
Tobacco & Smoke-Free Campus Policy

- BOR Policy Effective October 1, 2014

- Use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited
Teachers Retirement System

- ORP Contribution Rates Effective January 1, 2015 *(No Change)*
  - 9.24% Employer
  - 6.00% Employee

- TRS Contribution Rates Effective July 1, 2014
  - 13.15% Employer
  - 6.00% Employee
Winter Break Update

- GSU Closed December 22, 2014 to January 4, 2015
  - December 22, 2014 to December 26, 2014 – Holiday
  - December 29 – 31, 2014 – Vacation
  - January 1, 2015 – Holiday
  - January 2, 2015 – Vacation

- Employees can only Borrow 1 Month’s Leave (10/12/14 Hours)
Work Study Mass Termination

- All Work Study Students Terminated July 29th
All PantherWorks Work Study Students Terminated July 29th
Faculty Contracts

- **TimeLine**
  - Title Changes/Promotions – March
  - Budget Load – April
  - Budget Approval – May
  - Distribute to Colleges – May
Spring Terminusations

**Summer Premiums**

- Insurance premiums for June and July are pre-paid during Spring semester. The total premiums for June and July are divided by five and then added to the monthly deductions on the January through May paychecks.
- Pre-paid premiums will be refunded.
Spring Terminations

Academic Faculty – When do Benefits End?

- Coverage will end retroactive to the month in which employment ends.
- If employment ends after Spring semester, coverage will end May 31st and pre-paid premiums for June and July will be refunded to employee.
- If employment ends after Maymester, coverage will end June 30th and pre-paid premiums for July will be refunded to employee.
- If employment ends after Summer semester, the default is that coverage will end August 31st and premiums for August will need to be collected. If preferred, employee can choose July 31st. Employee would need to notify the Benefits office.
- Terminated employees have the opportunity to enroll in COBRA to continue their medical, dental, or vision benefits.
Faculty Termination Dates

- Spring Semester – May 10, 2014
- Maymester – June 8, 2014
- Summer Semester – August 5, 2014
Summer Faculty Payrolls

- PPGRA will be used for Part-Time Instructors & Graduate Assistants
- Additional Pay Panels will be used for Faculty
  - Spreadsheet Load Preferred
- Charges post to the Fiscal Year in which Paid
- Deadlines and Pay Dates Distributed in March
Summer Payroll Deadlines

- **June**
  - PPGRA Closes June 6th for Maymester PTI’s
  - Maymester/Summer Spreadsheet Due June 6th
  - PPGRA Closes June 18th for PTI’s & GRA’s for Summer
  - Summer Spreadsheet Due June 19th

- **July**
  - PPGRA Closes July 18th for PTI’s & GRA’s

- **August**
  - PPGRA Closes August 18th for GRA’s
Payroll Calendars

- http://managers.hr.gsu.edu/files/2013/03/2014PayrollCalendar.pdf
eTime Helpful Hints

- eTime Approval Dates

- Unless Advertised in Advance,
  - Bi-Weekly – 9 am Monday After end of Pay Period
  - Monthly – 5th Working Day of the Following Month
May 30th Bi-Weekly Payrolls

- Document Receipt Deadline – May 16th
- Input Deadline – May 21st
- Pull eTime File – May 23rd @ 10:00 am
MFE Dates for Email Provisioning

- Use Current Date When Adding to MFE

- Use Appointment Begin Date on ePAF
FY 2015 Rehired Retiree Certifications

- TRS Requires Annual Certification of all Rehired Retirees
  - Forms Should be Turned into the Benefits Office

Affordable Care Act

- USG Policy Changed March 2014
- Effective May 1st for Staff
- Effective August 1st for Faculty
Affordable Care Act

- Major Policy Changes
  - Redefines temporary employees
  - Sets a system-wide standard of a part-time faculty based on contact or credit hours
  - Requires the tracking of hours worked
  - Redefines student employees
Redefines temporary employees

- A temporary may be full-time or part-time.
  - A temporary employee may **not** exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12-month period after which the temporary employee must have a break in service of 26 weeks. Employment applies across all USG institutions.
  - If a temporary employee is needed beyond the 1,300 hours, they must be moved to a regular employee status.
  - A temporary who is dually or jointly employed in more than one position must have all hours worked counted towards the 1,300 hour worked limit from the date of hire into the first position this includes Temporary Staff Arrangements.
Temporary Hires Must Have Begin and End Dates

All Temps Active as of May 1, 2014, will have Termination Date of May 1, 2015, Added
Affordable Care Act

Sets a system-wide standard of a part-time faculty based on contact or credit hours

Non-health Benefits Eligible Faculty – for purposes of ACA

Proposed Conversion: 1.25 Prep/Grading hours + .5 Office/Meeting hours per each Classroom/Contact hour per week

<table>
<thead>
<tr>
<th>Contact Hours per Week</th>
<th>Class room/Contact Hours</th>
<th>Prep/Grading</th>
<th>Office/Meeting Hours</th>
<th>Standard Hours Worked</th>
<th>FTE/ Effort</th>
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Part-Time Faculty

A part-time instructor member may work the Spring semester as a temporary without benefits and may also work the Summer Session as a temporary, but if they are to work the Fall Semester, they must be changed to regular status and one of the three benefits status’ shall apply.

If the temporary part-time instructor starts in the Fall Semester as a temporary, and then, they are going to teach in the Spring Semester, they must be changed to regular status and one of the rules apply as to their benefits eligibility.

If the temporary part-time instructor starts the Summer Session, they may also remain in the temporary status for the Fall Semester, but if they are to continue for the Spring Semester, they must be made regular and one of three regular rules applies for benefits eligibility.
Affordable Care Act

- Requires the tracking of hours worked
  - Part-time Exempt Staff
  - Graduate Assistants
  - Full-time Staff – Exempt & Nonexempt
  - Student Leaders
  - Fee-Based Employees
  - Faculty who are not able to use the conversion chart because they are working variable hours outside of the classroom
Redefines Student Employees

- Student Employees are considered temporary and include graduate assistants and student workers. Student Employees may **not** exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12 month period. Student employees’ are not subject to the re-employment restriction requiring a break-in-service after 12-consecutive months of employment. International students in lawful F-1 and J-1 status who are enrolled full-time are eligible to work for an institution but must not work more than 20 hours per week in accordance with visa restrictions and must ensure compliance with Federal Work Study requirements.
Affordable Care Act

- eTime is the System of Record
  - Student Assistants
  - Temporary Non-Exempt Employees
  - Temporary Exempt Employees
  - Graduate Assistance
  - Fee-Based Employees
  - Student Leaders
  - Resident Assistants
Affordable Care Act

- Workshops
- eTime Training
- Compliance Reviews
- Eligibility & Election/Refusal
Common eTime Errors

- Employees/Supervisors Editing Scheduled Hours
  - If an employee works more than 5 hours, the Scheduled Lunch will automatically deduct

- Employees Including Lunch Breaks in Time Off
Common eTime Errors

- Employees Using eTime to Record Hours Worked & Turning in Time Sheets for Same Hours
- Employees not Transferring Time to Correct SpeedType(s)/Supervisor(s)
## Common eTime Errors

- **Time Cards with Missed Punches**

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<th>Amount</th>
<th>In</th>
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**TOTALS & SCHEDULE**

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**ACCOUNTS REPORTING PERIOD **

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**AUDITS**

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# Common eTime Errors

- **Time Cards with Missed Punches**

## eTime Card Table

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## Totals & Schedule

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Common eTime Errors

- Time Cards with Missed Punches
Other eTime Helpful Hints

- Report of Absence with Historical Edits
  - Should be turned in by the 10th of the following month
  - Should include **ALL** Leave Taken for the month being corrected

- Timesheets with Historical Edits
  - Should be turned in as soon as an error is discovered
  - Should include **ALL** Activity for the Pay Period
Other eTime Helpful Hints

- Missed Punches Email
  - Review the Timecard
  - You will not see the Missed Punches
  - If Corrections are Necessary, Historical Timesheet Must be Submitted
Finance & Administration Assistance

- Financial Workshops
- Training
- Report Development
Assistance

- Meetings with Colleges
- Overpayments
- New Hires
- Student Assistants/Temporary Employees
Questions & Answers
Thanks for Coming!!!!!!