Time, Attendance and Leave Town Hall
Updates and Reminders

Kevin Fitzgerald

Lyndi Zavy

Agenda

- Review the Time, Attendance and Leave (TAL) project
  - Reiterate important information
- Discuss updates since first round of Town Halls
- Understand the resources and support available to assist employees through transition

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- All OUHSC and OUHSC-based Tulsa employees transition to biweekly pay **May 31, 2015**

- TAL system will be used for
    - Hourly employees to track hours worked
    - Tracking leave taken and balances for all employees
    - Leave requests and timesheets for all employees

Reasons for TAL Implementation

1. Monthly payroll is challenging for administration, recruitment

2. Affordable Care Act (ACA) changes require tracking part-time employee hours in real-time

3. State of OK moved to biweekly January 2013

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Transition to Biweekly Pay

- The last monthly paycheck will be May 29, 2015
- The first biweekly paycheck will be June 26, 2015
  - Pay day will be every other Friday, PPP remains mid-month
  - Biweekly pay = monthly gross X 12 divided by 26 (approximately)
- Employees can convert leave into funds to bridge the gap
  - **Up to 80 hours of leave (including comp time for hourly employees), and up to 40 hours of which can be Extended Sick Leave (Sick Leave for Residents)**

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
2	3	4	5	6	7	

Leave Conversion Updates

- Paid out on June 12, 2015
- Leave conversion is proportional to FTE
  - e.g., .50 FTE employees can convert up to 40 hours of leave, of which 20 hours can be ESL
- 9/12 and 10/12 faculty can only convert up to 40 hours of ESL
- University provided 3 days of Administrative Leave at holidays
  - Save this PTO for the conversion!

- Employees will complete forms to select leave conversion
  - Form will be sent February 2nd, due no later than **May 4th**
    - Will include supervisor name to configure TAL
    - All leave balances must be accurate
  - Payroll Coordinators can designate funding sources
- Grant-funded employees can convert leave
  - Can be funded from grant unless specifically prohibited
- Residents should contact GME office with questions
- Graduate students should contact Graduate College.

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Leave Conversion Updates

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Name _____

Employee ID _____

Department _____

☐ I choose not to convert leave. I understand that by selecting this option I will receive a monthly paycheck on May 29, 2015 and a biweekly paycheck on June 26, 2015 and will NOT receive an additional deposit on June 12, 2015.

☐ I choose to convert leave in the following amounts:

_____ Sick Leave / Extended Sick Leave (up to 40 hours or FTE equivalent)

_____ Paid Time Off (PTO) / Vacation

_____ Compensatory Time (hourly employees ONLY)

_____ Total hours of leave requested to convert.

I understand that I may only convert leave that I have accrued as of April 30, 2015 and that any leave taken between the date this form is completed and June 12, 2015, may affect the amount of leave available to convert.

Provide the name of your immediate supervisor:

_____

AND

Provide the name of your Payroll Coordinator:

_____

Employees will receive a confirmation email when the leave selection information is entered, no later than May 11, 2015.

_____   _____

Signature   Date

Send the completed form to your designated Payroll Coordinator no later than **May 4, 2015**. Direct any questions to TAL-Questions@ouhsc.edu or www.ouhsc.edu/taltalk.

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New Hires in 2015

- Important to prepare new hires for transition to biweekly pay

  – Discuss at interview and throughout hiring process

- Anyone hired after January will not accrue 80 hours of leave to cover the conversion

- Encourage new hires to save as much leave as possible

- Updated offer letter wording

- Lag between hire paperwork and ability to use web clock

New Hires in 2015

18 hours per month

Start Month	Accrual at Cutover	% to save
Oct	126	63%
Nov	108	74%
Dec	90	89%
Jan	72	100%
Feb	54	100%
Mar	36	100%
Apr	18	100%

20 hours per month

Start Month	Accrual at Cutover	% to save
Oct	140	57%
Nov	120	67%
Dec	100	80%
Jan	80	100%
Feb	60	100%
Mar	40	100%
Apr	20	100%

22 hours per month

Start Month	Accrual at Cutover	% to save
Oct	154	52%
Nov	132	61%
Dec	110	73%
Jan	88	91%
Feb	66	100%
Mar	44	100%
Apr	22	100%

PTO Accrual

Monthly Accrual	Annual Accrual	1.0 FTE Biweekly Accrual
18 hours	216 hours	8.31
20 hours	240 hours	9.23
22 hours	264 hours	10.15

Maximum of 336 hours remains the same

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- PTO will be accrued in proportion to **hours paid**
  - Example 1, LWOP:
    - Employee accrues 8.307692 hours of PTO (equivalent to 18 hours/month now)
    - Has 20 hours of leave without pay (LWOP) in a pay cycle
    - Would accrue 6.230769 hours (75%) of their PTO for the pay cycle
  - Example 2, .80 FTE:
    - Accrues 80% of PTO (6.646153 hours)
- PTO does not accrue while on LWOP or Extended Sick Leave (ESL)

Biweekly Deduction Update

24 Deductions Per Year	26 Deductions Per Year
Medical	All Retirement Deductions
Dental	FSA Health
Vision	FSA Dependent Care
Short Term Disability	Long Term Disability
Employee/Spouse Long Term Care	Payroll Deductions set by employee such as United Way, Campus Campaign
Life/Supplemental Life / Dependent Life	Garnishment/tax levy
Employee/Dependent AD&D	Child support/spousal support
Parking	Student Loan Deductions
Health Club	

Athletic ticket deductions will move to the biweekly schedule

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Biweekly Deduction Reminder

- Typically, months with 3 pay periods will not have deductions listed as 24 deductions/year deducted
  - 3rd check in October 2015 WILL have premium deductions to avoid deductions from 80 hour conversion
  - First 'benefits premium holiday' will be April 2016
  - Other deductions (listed as 26 deductions/year) come out of every check
    - Includes garnishments, child support, etc.

October calendar

Biweekly Deduction Reminder

- Check your W4
  - Extra withholdings based on pay cycle
  - Example: $100 on W4 is currently $100/month, would become $100 every two weeks
- Review withholdings in Self Service
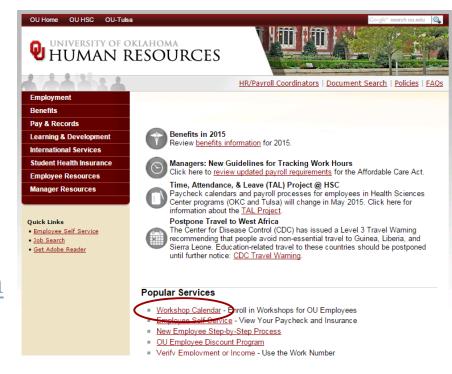- Make changes to withholdings after May 2015 payroll

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- Employee Assistance Program
  - http://healthysooners.ouhsc.edu/
  - 800-327-2513
- Magellan provides legal and financial support for OKC and Tulsa
- Benefits-eligible employees can call up to 3 times/year

- Consumer Credit Counseling Services (CCCS) providing financial workshops starting in January
  - *Take Control of Your Money*
  - Enroll on training calendar online
- Employee discounts
  - http://hr.ou.edu/edp
  - http://Magellanassist.com

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- Consider talking with a credit union or bank regarding your loans

- View and print the letter to creditors available on http://www.ouhsc.edu/taltalk

- New workweek Sunday-Saturday

- No negative leave

- Employees will select 'leave taken' on leave requests
  - System will cascade leave

| Banked holiday | Comp time | PTO | Extended Sick Leave | Leave without Pay |

Leave Updates

- One Holiday schedule
- Working holidays:
  - Employees earn straight time for working and bank the holiday
- Leave accrual and deduction are delayed 2 weeks
  - Some accrual and deduction for 2015 occurs in 2016

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Comp Time Updates

- Any remaining comp time will be paid out in May 2015 to zero out balances prior to TAL go live

- No comp time allowed in May
  - Must be paid as overtime

- Going forward, employee paid out one year after comp time accrual
  - System will use comp time via cascading leave

Job Changes in 2015

- Effective date for employment status changes are set as first day of the pay cycle
  - Status at end of pay period applies to the whole pay period
  - Especially important for changes between salaried and hourly, and temp / permanent
  - Does not impact new hires

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- **tal.ouhsc.edu** site for TAL
  - Link for hourly
    - Web clock, leave requests, balances and timesheets
    - Restricted to campus network
  - Link for salaried
    - Leave requests, balances, timesheets
      - Manager/Payroll Coordinator admin
    - Not restricted to network
  - FAQ, training, resource materials

TAL System

Please enter your Logon ID and Password

Logon ID:	
Password:	
	Log On Help

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ecotime By HBS

Employee Tasks   Messages   Log Off

Timesheet   Web Clock   Balances   TimeOff Request   Change Password

8/20/2014 10:56:57 AM

In

Date: 08/20/2014   Retrieve Data

Punch History
<< Previous Day   **Wednesday 08/20/2014**   Next Day >>

Data was not found for 08/20/2014

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TAL System

TAL

Balance Information for Zavy,Lyndi Porter
YTD time off used

		Accrual Balances			
Category	Earned	YTD Taken (-)**	Current Balance	Approved Leave Balance	Potential To Earn
PTO	8.31	0.00	8.31	0.00	227.69

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	Time Off Requests from 08/01/2014 to 12/01/2015							
Request Type	From/To	Total Days	Total Hours	Type	Employee Notes	Manager Notes	Review Status	Process Status
Regular	09/08/2014 - 09/12/2014	5	40.00	Vacation	test	You need a better reason to take off!	Approved	Pending

Request Type: Regular Timeoff ▼

Time Off request can be submitted within 09/07/2014 and 12/20/2015

Submit Time Off Request			
From mm/dd/yyyy	To mm/dd/yyyy	Type	Action
		<Leave> ▼	Submit

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Time Clocks

- Time clocks in buildings across campus
  - Uses OneCard

- If an employee clocks in on a physical time clock, must clock out on a physical time clock

- Keypad for HR# (EmplID)

Keypad

10:58:05 AM
Wed Jan 21 2015

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grosvenor
TECHNOLOGY

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Tracking Hours for ACA

- ACA requires reporting hours for < .75 FTE
- Options ranging from most effort/lowest cost to least effort/highest cost

    1. Duration timesheet to track actual hours
    2. Adjunct Professor/Graduate Assistant Safe Harbor formulas
    3. Assume 8 hours for any day worked
    4. Assume 40 hours for any week worked
    5. Don't track hours
        - Employee assumed to have full-time eligibility

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Supervisors and Approvers

- TAL must be configured for one supervisor per employee for time and leave approvals
  - Supervisors will be gathered with leave selection
  - Can delegate to others within system
  - New ePAFs will require this information

403(b) and 457(b) Timing

- 403(b): Changes made on the Fidelity website on or before the 3rd of the month will be deducted in the current month

- 457(b): Changes made on the Fidelity website on or before the 3rd of the month will be deducted beginning the 1st the following month

- Year-end adjustments must be made on or before October 3rd

- Information will be placed on HR web site

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Training

- Payroll coordinator hands on sessions in April
- Supervisor instructor-led sessions late April early May
- Employee instructor-led sessions in May
- Manuals, Job Aid and video at tal.ouhsc.edu
- Payroll coordinators will be blocked from TAL system until they attend training

- Paycheck modeler
  - Will show monthly example until TAL, then biweekly
- Electronic W4
  - State and Federal allowances must match
  - Extra withholdings can be different

Questions?

- Lyndi Zavy, TAL Change Management Lead
- Kevin Fitzgerald, Project Manager

TAL-Questions@ouhsc.edu

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