Time, Attendance and Leave Town Hall Updates and Reminders

Kevin Fitzgerald Lyndi Zavy



- 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



Major Impacts

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

TAL

1. Monthly payroll is challenging for administration, recruitment

2. Affordable
Care Act
(ACA) changes
require
tracking parttime employee
hours in realtime

3. State of OK moved to biweekly January 2013

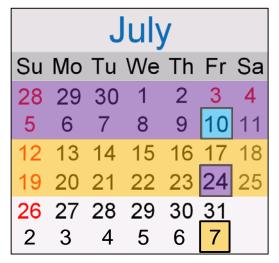


Transition to Biweekly Pay

- 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
- 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	Мо	Tu	We	Th	Fr	Sa			
					1	2			
3			6						
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
```





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 24 hours (or prorated equivalent) of Administrative Leave at holidays
 - Save this PTO for the conversion!



Leave Conversion Updates

- Employees will complete forms to select leave conversion
 - Form will be sent February 2nd, due no later than May 8th
 - 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.



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

TAL

18 hours per	r month		20 hours per	20 hours per month				
Start Month	Accrual at Cutover	% to save	Start Month	Accrual at Cutover	% to save			
Oct	126	63%	Oct	140	57%			
Nov	108	74%	Nov	120	67%			
Dec	90	89%	Dec	100	80%			
Jan	72	100%	Jan	80	100%			
Feb	54	100%	Feb	60	100%			
Mar	36	100%	Mar	40	100%			
Apr	18	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%

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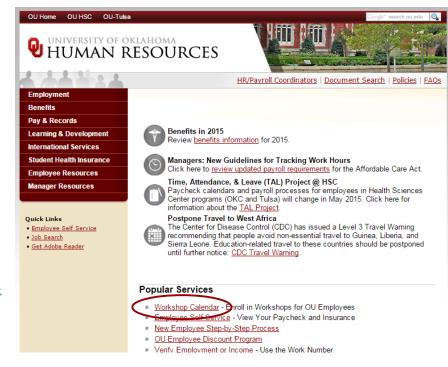
Resources and Support

- 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



Resources and Support

- 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





Resources and Support

- 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
- Student loan forgiveness program
 - http://studentaid.ed.gov
 - Search Public Service Loan Forgiveness



Biweekly Deduction Update

TAL

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



- 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

 October
 - Includes garnishments, child support, etc.





Biweekly Deduction Update

• Athletic ticket deductions will move to the biweekly schedule

April	May	June	July	August
1 monthly	1 monthly	1 biweekly	2 biweekly	1 biweekly
\$250	\$250	\$125	\$125 (twice)	\$125

• Form will be changed accordingly



Impacts of TAL: Pay

- 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



Monthly	Annual	1.0 FTE
Accrual	Accrual	Biweekly
		Accrual
18 hours	216 hours	8.307692
20 hours	240 hours	9.230769
22 hours	264 hours	10.153846

Maximum of 336 hours remains the same



PTO Accrual: Update

- 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)



Leave Updates

- New workweek Sunday-Saturday
 - One two-week FLSA calendar
- No negative leave
- Employees will select 'leave taken' on leave requests
 - System will cascade leave

Banked holiday Comp time PTO Extended Leave without Pay



Leave Updates

- One Holiday schedule
- Working holidays:
 - Employees earn straight time for working and bank the holiday
- Salaried employees without leave working partial day will not go into Leave Without Pay
 - Can be disciplined for this
- Leave accrual and deduction are delayed 2 weeks
 - Some accrual and deduction for 2015 occurs in 2016



Overtime Updates

- Hourly employees will be paid OT for working over 40 hours Sunday-Saturday
 - Unless compensatory time has been elected
- Leave and holidays do not count as time worked for purposes of overtime calculation
 - Effective January 1, 2015



Comp Time Updates

- Any remaining comp time will be paid out in May
 2015 to zero out balances prior to ecotime 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 cycle impacts full pay cycle
 - Especially important for changes between salaried and hourly
 - Does not impact new hires



ecotime TAL

- TAL team working on iteration 3
- System is user-friendly and streamlines processes like FMLA and leave
- 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



ecotime

coTi	me Web Clock
Please ente	er your Logon ID and Password
Logon ID:	
Password:	
	Log On Help

ecotime Employee Tasks	Messages Log Off	
Timesheet Web Clock Balances TimeOff Red	quest Change Password	
	8/20/2014 10:56:57 AM	
	Date: 08/20/2014 Retrieve Data	
<< Previous Da	Punch History <u>y</u> Wednesday 08/20/2014	Next Day >>
	Data was not found for 08/20/2014	

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Balance Information for Zavy,Lyndi Porter YTD time off used

Accrual Balances								
Category	Potential To Earn							
<u>PTO</u>	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 Days Hours Type Employee Notes Manager Notes Status Proces							Process Status		
Re	egular	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	Туре	Action						
		<leave> •</leave>	Submit						

Time Clocks

- One time clock model
 - IT51
 - Runs on Ethernet power
 - Uses existing ID card
- TAL team working on placement, deployment
- If an employee clocks in on a physical time clock, must clock out on a physical time clock





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



Supervisors and Approvers

- ecotime 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



- Paycheck modeler
 - Self-service ability to simulate paychecks
- Electronic W4
 - State and Federal
 - Separate for regular and PPP



Questions?

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

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