



# Office of Human Resources



HR Liaison Breakfast  
Spring 2008

# Agenda

Office of Human Resources  
HR Liaison Breakfast  
April 2008

## AGENDA

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- HR Liaison of the Quarter (Anna Bloch)
- IT User Education Training (Richie Holland)
- HR Organizational Chart (Anna Bloch)
- Benefits: Open Enrollment (Chris Ulrich)
- BTA (Denise Schneider)
- Contract dates on S-Contracts & JED's (Denise Schneider)
- Salaried Staff Overtime (Diana Brinkley)
- Review in Views – Verify Employee ID (Elizabeth Kollra)
- Create a position or not (Anna Bloch)
- Termination Checklist (Anna Bloch)

Breakout: WebForm Fields affect (Paper Directory, Online Directory, Campus Mail Delivery, etc...)

# HR Liaison of the Quarter



Teresa Clark  
Admission's Office  
4<sup>th</sup> Quarter 2007

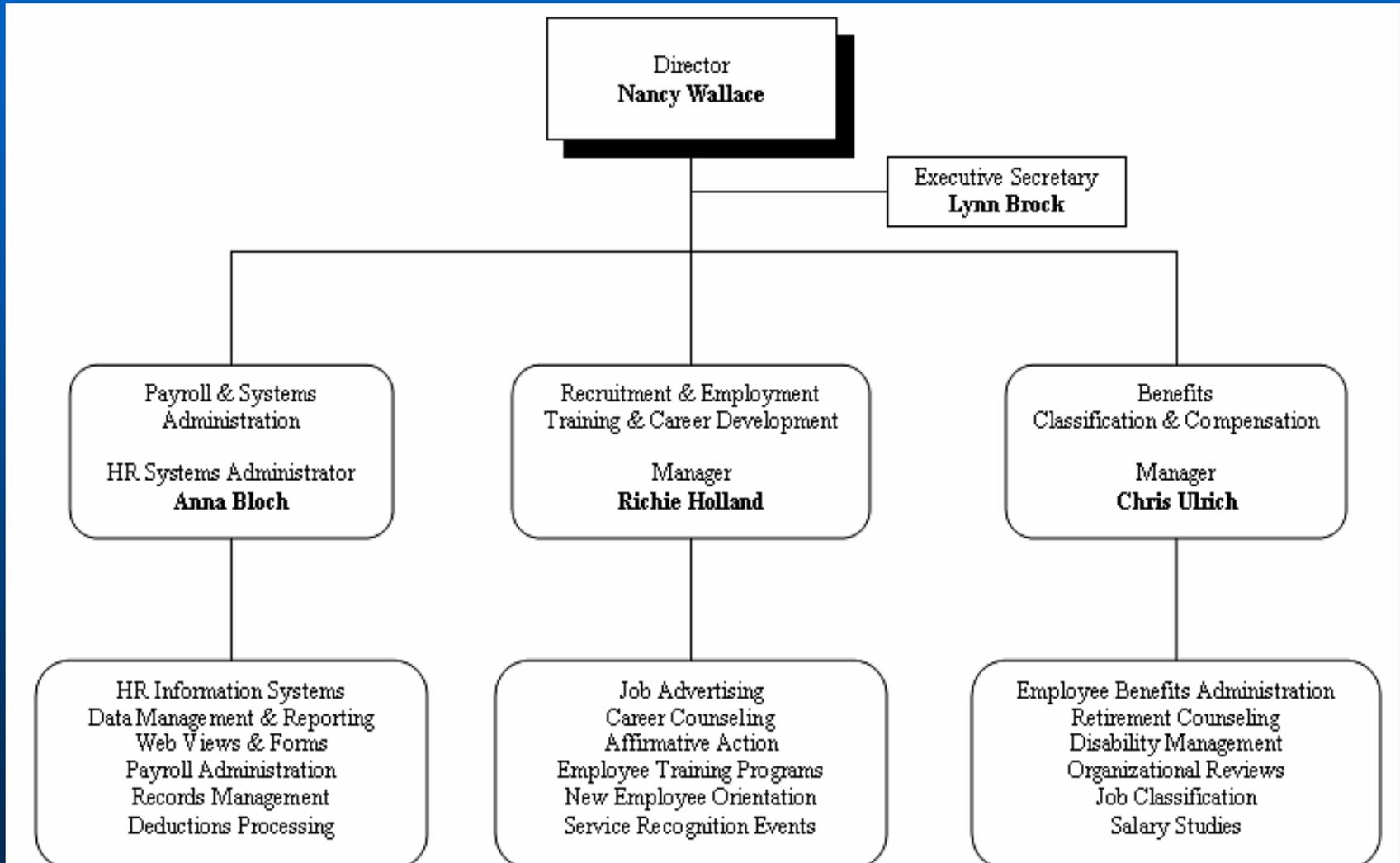


Margaret Brumit  
Institutional Research & Planning  
1<sup>st</sup> Quarter 2008

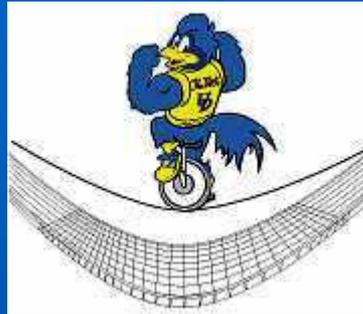
# IT User Education Training



# Human Resources Organizational Chart



# 2008 Flexible Benefits



## Open Enrollment

May 5 - May 23, 2008

## Benefits Fair

May 13, 2008

<http://www.udel.edu/flexnet>

# Budget Turnaround (BTA)

2008-2009

# S-Contract / GNCP: Sample Contract Dates

## April 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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			

## 2008 Semi-Monthly Payroll Deadlines

12 Noon Processing Deadline*	Pay Date
03/31/08	04/15/08
04/15/08	04/30/08
04/30/08	05/15/08

### STEP ① OF 3

This form must be received in Personnel Records Office no later than 12 noon 4/15/2008 to be included in the paycheck dated 4/30/2008. For use with both bi-weekly and semi-monthly being paid a contract amount. All Graduate Student Employees must be paid on a Grad Student Non-Contract Pay. Questions? Call Human Resources at (302) 831-8677.

Symbol Key: \* Required Information

•  
•  
•

Payment Begin Date: \*  (use format mm/dd/ccyy)

Payment End Date: \*  (use format mm/dd/ccyy)

Contract Begin Date: \*  (use format mm/dd/ccyy)

Contract End Date: \*  (use format mm/dd/ccyy)

# S-Contract / GNCP: Sample Contract Dates (con't)

Day on Which S Contract/GNCP Expected To Reach HR	Days Worked Scenario	Day(s) Worked or To Be Worked	Payment Begin Date	Payment End Date	Contract Begin Date	Contract End Date
4/7/08	Prior Pay Period-One Day	3/27/08	4/16/08	4/30/08	3/27/08	3/28/08
4/16/08	Prior Pay Period-One Day	3/27/08	5/1/08	5/15/08	3/27/08	3/28/08
4/7/08	Prior Pay Periods-Non Sequential Days	3/20/08, 3/27/08, 4/3/08	4/16/08	4/30/08	3/20/08	4/3/08
4/16/08	Prior Pay Periods-Non Sequential Days	3/20/08, 3/27/08, 4/3/08	5/1/08	5/15/08	3/20/08	4/3/08
4/7/08	Before/After Pay Periods-Sequential Days	2/1/08-5/31/08	2/1/08	5/31/08	2/1/08	5/31/08
4/16/08	Before/After Pay Periods-Sequential Days	2/1/08-5/31/08	2/1/08	5/31/08	2/1/08	5/31/08
4/7/08	Future Pay Periods-Sequential Days	6/9/08-7/11/08	6/9/08	7/11/08	6/9/08	7/11/08
4/16/08	Future Pay Periods-Sequential Days	6/9/08-7/11/08	6/9/08	7/11/08	6/9/08	7/11/08

# S Contract / GNCP: Sample Contract Dates and Payment Dates

## Contract Dates:

- Contract Dates are defined by the days worked
- If only one day is worked, begin date should be the day worked, end date must be one day after
- If non-sequential days are worked, begin date should be the first day worked, end date should be the last day worked. Do not use a specific pay period's begin/end dates
- Example dates of Teaching for Credit Courses
  - Fall 09/01/08-12/31/08
  - Spring 02/01/08-05/31/08
  - Winter 01/03/08-02/08/08 or 01/01/08-01/31/08
  - Summer 1 06/09/08-07/11/08 or 06/01/08-07/15/08
  - Summer 2 07/14/08-08/14/08 or 07/16/08-08/31/08
- The dates for Teaching for Non Credit Courses, such as English Language Institute(ELI) or Professional Non Degree Continuing Education Courses are defined by the time period of the course

# S Contract / GNCP: Sample Contract Dates and Payment Dates

## Payment Dates:

- Originator must be aware of the payroll deadline. Refer to HR handouts from the Fall Breakfast or go online. Also, the words at the top of the S Contract and GNCP indicate deadlines
- Originator must be aware of when the form is expected to reach HR(not always the day the form is started). It must route through all approvers. Also, GNCP's automatically route through the Graduate Office before coming to HR
- If the work period is in the past, begin date should be the first day of the current pay period(1st or 16th), end date should be the last day of the current pay(15th or 30/31st). Use the full pay period even if the begin/end date falls on a weekend
- If the work period spans before and after the current period, begin date should be the before date, end date should be the after date. Do not use a current date as the begin date, this will distort the amount being paid per pay period
- If the work period is in the future, begin date and end date should be in the future

\*\*These are general examples, they do not cover every exception possibility\*\*

# Job Employment Data (JED): Sample Contract Dates

	Contract Begin Date	Contract End Date
Faculty-Academic		
TEN-tenured	9/1/01	"blank"
NTK-on track	9/1/07	8/31/09
NOT-continuing	9/1/07	8/31/09
NA-temporary	9/1/07	8/31/08
Faculty-Fiscal		
TEN-tenured	7/1/01	"blank"
NTK-on track	7/1/07	6/30/09
NOT-continuing	7/1/07	6/30/09
NA-temporary	7/1/07	6/30/08
Professional/Limited Term Researcher/ Post Doctoral Researcher-Fiscal	7/1/07	6/30/08
Professional/Limited Term Researcher Post Doctoral Researcher-Academic	9/1/07	8/31/08
Salaried Staff-Fiscal	"blank"	"blank"
Salaried Staff-Academic Full Time	"blank"	"blank"
Salaried Staff-Academic Part Time	9/1/07	5/31/08
AFSCME	"blank"	"blank"
Post Doctoral Fellow-Fiscal	7/1/07	6/30/08
Post Doctoral Fellow-Academic	9/1/07	8/31/08
Grad on Contract-Academic	9/1/07	5/31/08
Grad on Contract-Fiscal	7/1/07	6/30/08
Adjunct/Non University Employee-Fiscal	12/1/07	4/30/08
Adjunct/Non University Employee-Academic	9/1/07	8/31/08
Supplemental/Graduate Student Labor/ Undergraduate Student Labor/Miscellaneous Wage	"blank"	"blank"

# Job Employee Data (JED): Sample Contract Dates

- Faculty guidelines:

	<u>Instructor</u>		<u>Asst Prof</u>		<u>Assoc Prof</u>	
NTK-on track	-		2 yrs		3 yrs	
	-		2 yrs		1 yr	terminal*
	-		2 yrs			
	-		1 yr	terminal*		
NOT-continuing	2 yrs		2 yrs		2 yrs	
	2 yrs		2 yrs		2 yrs	
	2 yrs		2 yrs		2 yrs	
	3 yrs		3 yrs		3 yrs	
	4 yrs		4 yrs		4 yrs	
	5 yrs	rolling	5 yrs	rolling	5 yrs	rolling
NA-temporary	1 yr		1 yr		1 yr	
	1 yr		1 yr		1 yr	
	1 yr	max 3 yrs	1 yr	max 3 yrs	1 yr	max 3 yrs

- Professional, Limited Term Researcher and Post Doctoral Researcher are one year, based on a fiscal 7/1 or academic 9/1 begin date

# Job Employee Data (JED): Sample Contract Dates

- Salaried Staff are always blank, except for a few part-time academic employees for which begin date is the beginning date of the part time work, end date is the ending date of the part time work, Example: University Nurses might work 9/1-5/31
- AFSCME are always blank
- Post Doctoral Fellows are one year, based on a fiscal 7/1 or academic 9/1 begin date
- Adjuncts and Non-University Employees are based on the terms of their appointment
- Grad on Contract can be various timeframes:  
Examples:
  - a) Semester 9/1/08-12/31/08
  - b) Academic School Year 9/1/08-5/31/09
  - c) Academic Full Year 9/1/08-8/31/09
  - d) Fiscal Full Year 7/1/08-6/30/09
- Supplemental Faculty or Professional, Graduate Student Labor, Undergraduate Student Labor and Miscellaneous Wage are always blank

\*\*These are general examples, they do not cover every exception possibility\*\*

# Salaried Staff Overtime

## Overtime shall be paid as follows:

- Overtime is paid based on the hours worked in a full week, not the hours worked in a day.
- Salaried staff employees required to work more than 37.5 and up to 40.0 hours per week, shall be paid on a straight time basis.
- Salaried staff employees required to work more than 40.0 hours per week, shall be paid at the rate of time and one-half the regular straight time rate of pay.
- Misc wage employees and student employees who work more than 40.0 hours per week, shall be paid at the rate of time and one-half their regular straight time rate of pay.
- All time worked on a designated holiday, in addition to holiday pay, shall be paid at the rate of time and one-half the regular straight time rate of pay, which means the employee will receive double time and a half.
- The week begins at 12:01 am Sunday and goes through 12:00 midnight the following Saturday.
- Paid vacation days, paid sick leave days, paid holidays, and days lost because of compensable on-the-job injuries in an employee's work week shall be counted as days worked, which is per University policy.

### Compensatory (OT) time shall be paid as follows:

- Salaried staff employees may accrue up to 240 hours, 480 hours for police officers, of compensatory (OT) time. While an employee can not be forced to use compensatory (OT) time, compensatory time must be used prior to using vacation leave.
- Example: A salaried staff employee works 43.0 hours in one week. 2.5 hours are accrued at straight time, and 3.0 hours are accrued at time and a half, which means that 4.5 hours (3.0 x 1.5) will be paid at the employee's hourly rate.

### Forms used to pay overtime:

- Overtime for salaried staff employees should be submitted on an S-contract. One S-contract form should be used for straight time overtime (time up to 40.0 hours per week) using the earnings code OT1, and a separate S-contract form should be used for time and one-half overtime (over 40.0 hours per week) using the earnings code OT5.
- Misc wage employees and student employees overtime hours can be submitted on TRF's along with their regular hours.

## April 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30			

### Employee # 101 – Misc wage employee

- 4/6/08 6.0 hours worked
- 4/7/08 6.0 hours worked
- 4/8/08 6.0 hours worked
- 4/9/08 6.0 hours worked
- 4/10/08 6.0 hours worked
- 4/11/08 6.0 hours worked
- Total worked time hours in this week are 36.0; all hours are paid at straight time.

### Employee # 103 – 37.5 hr salaried staff employee

- 4/7/08 7.5 hours worked
- 4/8/08 7.5 hours worked
- 4/9/08 7.5 hours worked
- 4/10/08 7.5 hours worked
- 4/11/08 7.5 hours worked
- 4/12/08 8.0 hours worked
- Total worked time hours in this week are 45.5; 37.5 hours are paid at straight time, 2.5 hours are paid at straight time overtime, and 5.5 hours are paid at time and a half overtime.

### Employee # 102 – 37.5 hr salaried staff employee

- 4/7/08 7.5 hours worked
- 4/8/08 7.5 hours worked
- 4/9/08 7.5 hours worked
- 4/10/08 7.5 hours worked
- 4/11/08 7.5 hours worked
- 4/12/08 2.0 hours worked
- Total worked time hours in this week are 39.5; 37.5 hours are paid at straight time, and 2.0 hours are paid at straight time overtime.

### Employee # 104 – 40.0 hr AFSCME employee or misc wage employee

- 4/6/08 8.0 hours worked
- 4/7/08 8.0 hours worked
- 4/9/08 8.0 hours worked
- 4/10/08 8.0 hours worked
- 4/11/08 8.0 hours worked
- 4/12/08 7.0 hours worked
- Total worked time hours in this week are 47.0; 40.0 hours paid as straight time, and 7.0 hours paid at time and a half overtime.

# Salaried Staff S-Contracts

**Name:** John Doe  
**Employee ID:** 11111  
**Salary Admin Plan:** 230  
**Address:** 123 Anyplace Circle  
Newark, DE 19711  
**Job Title:** Administrative Assistant  
**Department:** Payroll & Systems Admin (00635)  
**Academic Rank:**

**Reason:** Other Pay (08)  
**Is payment based on hours worked?:** Yes  
**Earnings Code:** OT Strt SS (OT1) ←  
**Wilm. Wage Tax:** No  
**Semester:** 08D 2nd Summer

**Payment Begin Date:** 4/1/2008  
**Payment End Date:** 4/15/2008  
**Contract Begin Date:** 3/29/2008  
**Contract End Date:** 3/30/2008

**HR Liason:** KATWOMAN@UDEL.EDU (Kathie Wilson)  
**Phone:** 302/831-8677  
**Originator:** brinkley@udel.edu (Brinkley, Diana L)

**Comments:** \* (Maximum 10 lines)  
Please include reason for all payments.



**Name:** John Doe  
**Employee ID:** 11111  
**Salary Admin Plan:** 230  
**Address:** 123 Anyplace Circle  
Newark, DE 19711  
**Job Title:** Administrative Assistant  
**Department:** Payroll & Systems Admin (00635)  
**Academic Rank:**

**Reason:** Other Pay (08)  
**Is payment based on hours worked?:** Yes

**Earnings Code:** OT 1.5x SS (OT5)   
**Wilm. Wage Tax:** No  
**Semester:** 08D 2nd Summer

**Payment Begin Date:** 4/1/2008  
**Payment End Date:** 4/15/2008  
**Contract Begin Date:** 3/29/2008  
**Contract End Date:** 3/30/2008

**HR Liason:** KATWOMAN@UDEL.EDU (Kathie Wilson)  
**Phone:** 302/831-8677  
**Originator:** brinkley@udel.edu (Brinkley,Diana L)

**Comments:** \* (Maximum 10 lines)  
Please include reason for all payments.





Employee ID: 11111  
 Employee Name: Doe, John  
 Pay Group: Biweekly Other (BOT)  
 Job Code: 720400  
 Pay End Date: 04/12/2008  
 Department: Payroll & Systems Admin (00635)  
 Check Delivery: HR & Payroll Systems Admin (0610)  
 Purpose of Payment: \*

**DAILY REPORT**

Total hours yet to be distributed:

Regular:

Overtime:

**FUNDING**

You may enter up to 6 SpeedTypes.

SpeedType	Class	User Field	Non-standard rate	Non-standard hours	OT hours @ 1.5	Total
HRSA110000 (lookup)	<input type="text"/> (lookup)	<input type="text"/> (lookup)	10.00	40.0	7.0	505.00
<input type="text"/> (lookup)	<input type="text"/> (lookup)	<input type="text"/> (lookup)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/> (lookup)	<input type="text"/> (lookup)	<input type="text"/> (lookup)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/> (lookup)	<input type="text"/> (lookup)	<input type="text"/> (lookup)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/> (lookup)	<input type="text"/> (lookup)	<input type="text"/> (lookup)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/> (lookup)	<input type="text"/> (lookup)	<input type="text"/> (lookup)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total payment:</b>						505.00

Verify Employee ID

# Verify Employee ID

- What happens if a new hire JED is keyed with a temporary SSN or a different SSN than what is in UDSIS????

# Verify Employee ID

- Example one

**HRMS: Manage Workforce**  
UNIVERSITY OF DELAWARE

Req ID: 1250849

[Menu](#) [Help](#) [Send a Copy](#)

## Job Employee Data for New Hire

Employee ID: 700980910  
Department:  
Employee Group: Undergrad Student Labor  
Employee SSN: 111-22-3333  
Department:  
First Name: John  
Middle Name:  
Last Name: Doe  
Suffix:  
Effective Date: 1/17/2008  
Action: Hire  
Action Reason: Miscellaneous/Student Labor (MSC)

# Verify Employee ID

## How an Employee ID is Created

- New Hire JED form searches UDSIS for the SSN entered
- If there is no match a new Emplid is created and it is entered onto the New Hire JED
- Now 2 Emplids exist for one person

# Verify Employee ID

## How It Is Fixed

- Student Services and Payroll have to decide which ID to use and update Peoplesoft.

# Verify Employee ID

## ■ Example 2

University of Delaware Job Employee Data - New Hire

Page 1 of 4

**HRMS: Manage Workforce**  
UNIVERSITY OF DELAWARE

Req ID: 1250849

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### Job Employee Data for New Hire

Employee ID: 700844257 *As per attached e-mail*

Department: [

Employee Group: Undergrad Student Labor

Employee SSN: **111-22-3333**

Department:

First Name: **John**

Middle Name:

Last Name: **Doe**

Suffix:

Effective Date: 1/17/2008

Action: Hire

Action Reason: Miscellaneous/Student Labor (MSC)

# Verify Employee ID

## How To Prevent This

- Use web views to verify Emplids before keying JEDs and other web forms.
- Employee Name Browse
  - [https://chico.nss.udel.edu/psview/emp\\_name\\_browse.jsp](https://chico.nss.udel.edu/psview/emp_name_browse.jsp)

# Determining a Position

- Is the job going to be for longer than one year?
- Are the Contract Terms something other than Terminal?
- Will the person be replaced if they terminate?

*If the answer to all or some of these questions is yes, then a position will be established.*

- If the job is for any length of time and the contract terms are terminal, no position will be established. You will be required to make the contract terms terminal on the JED if they are terminal on the Request to Recruit.

# Termination Checklist

- Processing Aids: Termination Documents Checklist  
The following steps should be taken by the HR Liaison when an employee leaves University of Delaware employment:

## Retirement

- Process JED to retire the employee with appropriate supporting documentation, including vacation days to be paid.
- Collect all university property including, but not limited to, the following:
  - Keys
  - Computers
  - Cell Phones
  - Procurement cards (card canceled by Procurement once the retirement is in HR system)
  - System access will be canceled by IT once the retirement is in HR System (email remains active)

# Termination Checklist (con't)

## Resignation / Termination

- Process JED to terminate the employee with appropriate supporting documentation, including vacation days to be paid. Collect all university property including, but not limited to, the following:
  - Keys
  - ID Card
  - Computers
  - Cell Phones
  - Procurement cards (card canceled by Procurement once the termination is in the HR system)
  - System access will be canceled by IT once the termination is in the HR System

# Breakout

## WebForms – How do the fields affect other areas?

### Various HR Data Fields and their Impact on Other Systems

HR Field	Forms	Other System	Impact on other systems
UD Directory Indicator	NH JED	Online Directory	Determines if listed as employee
	EDD	Paper Directory	Determines if listed as employee and what personal data is included
	EEN		
Location	NH JED	Online Directory	Indicates your work address on the online directory
	JED	Paper Directory	Indicates your work address in the paper directory
	Positon Change		
Room Number	NH JED	Online Directory	Indicates your work address on the online directory
	JED	Paper Directory	Indicates your work address in the paper directory
Check Delivery	NH JED	TRF	Without a check delivery these forms will not work. There is no other system impact, this field is only used for Payroll information and reporting
	JED	CWS TRF	
	Position Change		
Work Phone	NH JED	Online Directory	Indicates your work phone on the online directory
	EDD	Paper Directory	Indicates your work phone in the paper directory
	EEN		
	Position Change		
Additional Jobs	NH JED	Paper Directory	These titles have an impact on the pink pages of the telephone directory.
	JED		Second and third titles are listed based on what is in the HR system. For example, if a Chem Engg faculty member has a joint appoint in Chemistry and the second title and department is in HR they will be listed in the pink pages as faculty for both departments.



# Office of Human Resources



HR Liaison Breakfast  
Spring 2008