

#### Non-Exempt Overtime

Focus Group Meeting July 20, 2021



## Today's Agenda

- 1. We Heard You
- 2. Timesheet process for Non-Exempt Benefited Employees
- 3. We Need Your Opinion
- 4. Project Timeline
- 5. Next Steps
- 6. Q&A



### We Heard You

- 1. Flex Time
- 2. Variable Contract
- 3. Unpaid Leave
- 4. Amendments



## Flex Time

- Can be taken within the week for which Overtime is calculated
- Schedules in UD WorkForce will need to be adjusted within the Schedule Tab for that week, which will then make the necessary updates to the Timesheet
- Example on next slide



# Flex Time (cont'd)

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## Variable Contract Employees

- Working outside of recorded Contract Period
- Within UD WorkForce initiate a Temporary Schedule Change

Choose an Action:	Employees Active On As of Current Period	Temporary Schedule Template Assignment       Save     Reset     Reset     Change Filter     Current filter; none										
Permanent Changes	Assignments <ul> <li>Hermione Granger's Manager 1 Hourly</li> </ul>	Name	Schedule Generation Source	Manager Override	Schedule Template	Effective Date	End Effective Date					
Assign Schedule Cycles	employees (3)  Hermione Granger's Manager 1 Other	Malfoy, Draco Lucius (Collector of Dark Artefacts-Malfoy Manor-UD_STAFF_NEX (0))	Schedule Template		M_F_800AM_430PM, 1 hot							
saigh schedule cycles	employees (7) <ul> <li>Hermione Granger's Manager 1 Union</li> </ul>	Dumbledore, Albus Percival (Supreme Mugwump-International Confederation of Wizard-UD_STAFF_EX (0))	Schedule Template		M_F_800AM_430PM, 1 hot							
ssign Schedule Templates	Hourly employees (4)	Snape, Severus (Headmaster-Hogwarts School of Witchcraft and Wizardry-UD_STAFF_NEX (0))	Schedule Template		M_F_800AM_430PM, 1 hot							
		Longbottom, Neville (professor of Herbology-Department of Herbology-UD_FACULTY (0))	Schedule Template		M_F_830AM_5PM, 1hr lun							
femporary Changes		Veasley, Ronald Bilius (Head of Marketing-Weasleys' Wizard Wheezes-UD_STAFF_NEX (0))	Schedule Template		Empty	06/01/2021	08/15/2021					
sign Schedule Templates		Granger, Hermione Jean (Minister for Magic-Minister for Magic-UD_STAFF_EX (0))	Schedule Template		M_F_800AM_430PM, 1 hot							
		Potter, Harry James (Head of the Auror Office-Auror Office-UD_OTHER (0))	Schedule Template		None							

• Enter the appropriate Pay Codes on the timesheet (further information to follow)



### **Unpaid Leave**

- Ensure the corresponding Time Off Request has been completed
- Will continue to be recovered via the S-Contract Form unless on an Unpaid Leave JED



### **Timesheet process for Non-Exempt Benefited Employees**

- We'll walk through examples of the following on the next slide
- Manager or Timekeeper opens the Timesheet for amendment (this step is only necessary if OT hours were in a pay period already processed)
- Employee enters hours
- Hours must be reviewed and approved before end of each pay period
- Overtime entered will be paid in a subsequent pay according to pay period cut-off times
- Be advised: submittal of a NEW Past Time off Requests may require an adjustment to be made to the impacted timesheet if it is less than the employee's Standard Daily Hours. Additionally, this will require manager approval



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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Amendments approved Lock & Calc TS's Hours extracted to be paid July 15 <sup>th</sup> Pay	2	З
4	5	6 TOR submitted 7/21 for 3.5 Hrs. TS must be adjusted to record 4.0 Reg Hrs and approved.	7	8 Emp works OT Hours Scenario 1 - Emp records OT Hours on 7/8 – Paid on 7/30	9	10
11	12	13	14	15 SM Pay 1J1 Scenario 1 - Mgr approves all current & amended timesheets	16 Amendments approved Lock & Calc TS's Hours extracted to be paid July 30 <sup>th</sup> Pay	17
18	19	20 Scenario 2 - Mgr Amends Timesheet to allow Emp to record OT Hours	21 Scenario 2 - Emp records OT Hours for 7/8 – Paid on 8/15 Emp enters TOR for 7/6	22	23	21
25	26	27	28	29	30 SM Pay 2J1 Scenario 2 - Mgr approves all current & amended timesheets	31
1	2 Amendments approved Lock & Calc TS's Hours extracted to be paid Aug 15 <sup>th</sup> Pay					



## **Timesheet TOR Adjustment**

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## We Need Your Opinion

#### • Split Funding

• Only one line of funding can be provided to UD WorkForce

- What criteria should we use to determine this?
  - Highest percentage



### Timeline

- Design: June 2021
- Build: July 2021 September 2021
- Testing: October 2021 December 2021
- Deployment: Winter 2021



### **Next Steps**

- Build of Training Job Aid(s)
- Post Focus Group information to the UD WorkForce Website
- Continue to share any additional information regarding current process with us (udworkforce@udel.edu)



### **Questions?**

