

NDSU NORTH DAKOTA
STATE UNIVERSITY

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2017 HR and Payroll Hot Topics

2017 Agenda

- *ND Law Changes-Recruitment Privacy*
- *Remote Worksite Procedure*
- *NDSU Policy Changes*
 - Policy 151 Code of Conduct
 - Policy 161 Fitness for Duty
- *Probationary Employee Termination Process*
- *Leave Updates*
- *Time Labor/Absence Management Modules*
- *Questions*

Applicant Privacy – Closed Record

- ND Legislation – SB2152 Applications for Public Employment
- Effective August 1, 2017
- Open Record Requests for searches are limited to the top 3 applicants
- All parties involved with conducting a search must keep all applicant information and materials confidential; requests are to be forwarded to the Recruiter

Remote Worksite Procedure

Definition: Flexibility of employees to work in another location.

Decision: To allow or require is at the discretion of the supervisor with approval from appropriate VP/Provost.

If location is not in ND, MN, CO, additional review/approval is needed.

If approved: Remote Worksite Agreement is completed, signed and submitted to HR/Payroll and UP&SO.

Guidelines will be distributed this fall.

Policy Change – Policy 151.2 Code of Conduct

NDSU requires all employees to act professionally in their interactions with others including:

- A. Following training and job specific requirements as stated in the employee's job description or appointment letter, or as assigned by respective department or unit,
- B. Respecting the value, creativity, and diversity of all persons, which includes diversity of opinions and professional approaches to doing things,
- C. Contributing to an environment of respectful and productive working relationships with those with whom the person interacts, and
- D. Making good faith efforts to resolve differences constructively.

Policy Change – Policy 161 Fitness for Duty

Better clarifies:

- Manager/supervisor responsibilities
- Need to work with HR to Assess
 - Return from extended medical absence
 - Unanticipated triggering event
- Clarifies that HR handles medical information
- Simplifies the degrees of risk (none, minor, significant)

Probationary Employee Discharge - Policy 222

- Per Policy 222 Broadbanded Staff Probationary Period, *all employees are in a six month probationary period. During this time period, an employee may be terminated with no right to appeal.*
- Contact HR for a template letter
- Requires an employee/supervisor sign a letter indicating the last day of work and if there is a payout
- Documents rationale for decision to terminate
- Helps protect the University against lawsuit for discriminatory/illegal separation claims

Leave Updates

Annual Leave

Supervisor's may approve up to (-40) hours

Sick Leave

Supervisor's may approve up to (-40) hours

6 weeks of parental FMLA leave is not dependent sick

Family and Medical Leave Act Leave: Regardless of leave balances, contact HR if you believe an employee may have an eligible medical or family event upcoming

Shared Leave:

Change in process. Instead of entering as the employee needs, HR uses forecaster and medical certification to determine needs and credits right to employee up front

Leave Updates

Unpaid Leave Policy 149

”For purposes such education, research, temporary employment with another university, governmental, or private agency when such employment will contribute to the employee's expertise in his or her field and make the employee more effective upon return to employment, literary pursuits, or any other purpose that will improve the employee professionally and will directly or indirectly benefit the institution or system.... necessary absences due to illness (when family medical leave is not available or has expired) or other important matters.”

- HR & Payroll is advising departments to only approve unpaid leave of absence for full day increments
- Allow employees to go into small negative leave balance if less than 1 full work day (regardless of FTE)
- Burdensome administratively to make deductions and correct leave accruals with TLAB

Time and Labor/Absence Management (TLAB)

Time and Labor Updates and Reminders:

- Timing of Hires/Changes
 - The pay lag no longer works as a “cushion.” Hires/Changes must be fully completed/entered BEFORE effective date or the timesheet approval process will not work correctly for the first pay period. It requires the direct supervisor (admin support) to submit and that person’s supervisor (often director/chair/dean) to approve for that pay period.

TLAB, cont.

Time and Labor Updates and Reminders:

- Rounding

- TL will round punches from the timesheet when the hours load to the actual paycheck. Hours will round up or down to the nearest 5 minute increment.

- Examples:

- Employee punches in at 7:57.45 AM. Punch will round up to 8:00.00 AM when loading to paycheck.
- Employee punches out at 3:02.10 PM. Punch will round down to 3:00.00 PM when loading to paycheck.

TLAB, cont.

Time and Labor Updates and Reminders:

- Coming Soon: Instructions for entering Work Study for 2017/2018 academic year.
- Coming Soon: Instructions for Overtime/Comp Time for benefited, non-exempt employees.

TLAB, cont.

Absence Management Updates and Reminders:

- Submitting/Approving Absence Requests
 - Wait to submit or approve absence requests until AFTER the leave has been taken. Plans often change and after the leave is fully approved the only way to remove it is to send an email to HR/Payroll to have the request deleted. Depending on timing, that may mean the absence request will still post/deduct on the next payroll and won't be credited back until the following payroll. Requests to delete must be via email and must include both the employee and supervisor.

TLAB, cont.

Absence Management Updates and Reminders:

- Checking Absence Balances
 - The new Absence Management screens must be used to view employee absence balances. The old screens and the box on the paycheck do not work. Employees must navigate through the Main Menu to get the appropriate Absence Balances screen.

TLAB, cont.

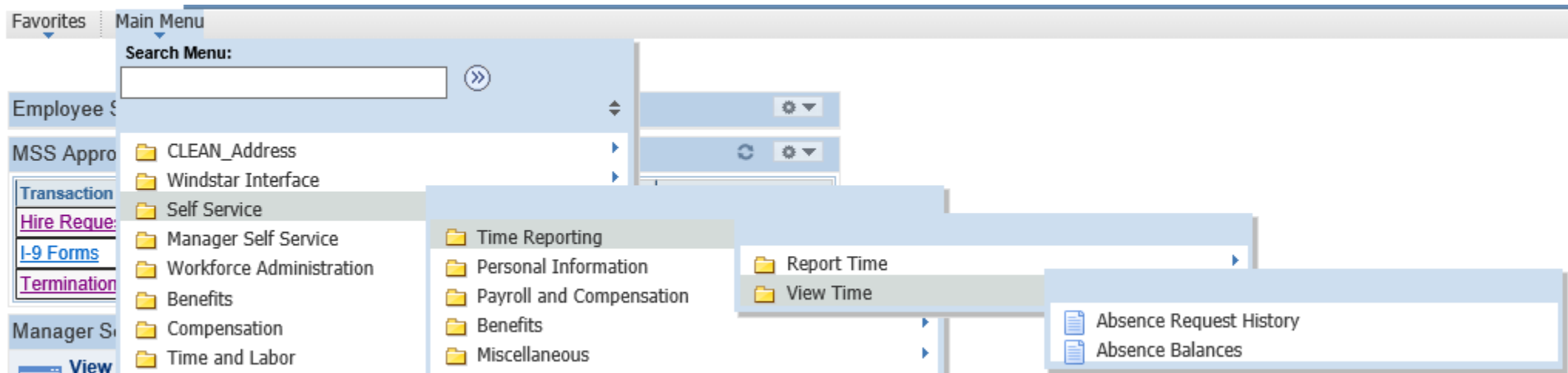
Absence Management Updates and Reminders:

- Editing Absence Requests
 - Absence Requests that have been Pushed Back, Denied, Saved or Canceled can all be edited/corrected as needed on the Absence Request History screen and submitted again for supervisor approval. Employees must navigate through the Main Menu to get to the appropriate Absence Request History screen to Edit, the screen to Edit CANNOT be accessed through the links on the Home page.

TLAB, cont.

Absence Management Updates and Reminders:

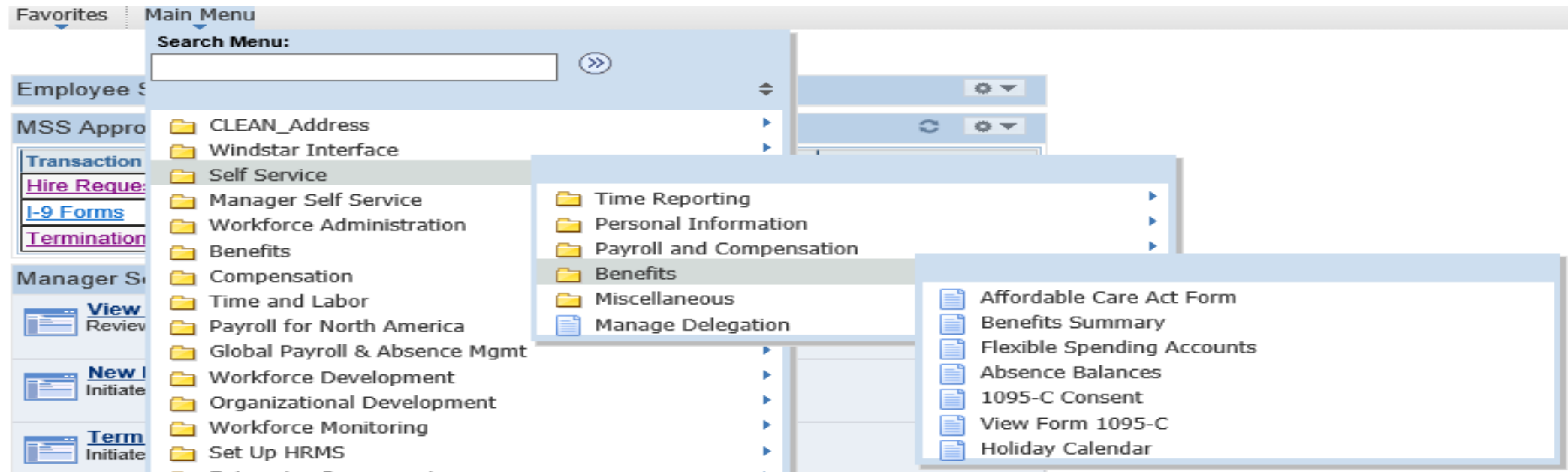
- Screenshot of navigation to Edit Absence Requests and check Absence Balances on the Absence Request History and Absence Balances screens



TLAB, cont.

Absence Management Updates and Reminders:

- Screenshot of navigation to view pay period leave accruals and usage on the Absence Balances screen



TLAB, cont.

Absence Management Updates and Reminders:

- Schedule set up in HRMS is important for Absence Requests to calculate properly. Departments need to notify HR/Payroll via email if an employee's work schedule is anything other than an 8.0 hour day, Monday - Friday.

Questions??
on anything other than TLAB
(Just Kidding!)