

**NDSU** NORTH DAKOTA  
STATE UNIVERSITY

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# August 2014

## HR/Payroll Hot Topics

# Agenda

- HR/Payroll Website
- Policy Updates
- Managing Alcohol, Drugs & Violence in the Workplace
- Fair Labor Standards Act Reminders
- Affordable Healthcare Act Implementation
- Manager Self-Service Overview

# Overview of HR/Payroll Website

<http://www.ndsu.edu/hr/>

- Administrative Toolbox
- Employee Toolbox
- Manager's Toolbox

# Overview of HR/Payroll Website

<http://www.ndsu.edu/hr/>

- Administrative Toolbox
  - Job Family/Job Code Information
  - Hiring Minors
  - Non-Benefitted Hire Process
  - Non-Benefitted Summer/Break Process
  - Summer Salary/Summer DCE Guidelines
  - Timeslip Staffing
  - Monthly Payroll Calendar
  - NDSU Payroll Calendar

# Overview of HR/Payroll Website

<http://www.ndsu.edu/hr/>

- Employee Toolbox
  - Disabilities Accommodation/Disability Resources
  - Direct Deposit
  - Fair Labor Standards Act (FLSA)
  - International Employees
  - Performance Development
  - Separation Information
  - Supplemental Retirement Accounts
  - Understanding Your Paycheck
  - Campus Map
  - Staff Senate/Faculty Senate/Affinity Groups/LGBTQ

# Overview of HR/Payroll Website

<http://www.ndsu.edu/hr/>

- Manager's Toolbox:
  - Internship Program
  - Performance Management
  - Recruiting/Hiring Resources
  - Reduction-in-Force
  - Salary Administration
  - Separation Information
  - Telecommuting
  - Unemployment Procedures
  - TimeSlip Staffing

# New Background Check Vendor

- Sterling Info Systems
- Candidates receive and E-Vite; no paper form
- Base cost reduced from \$55 to \$46.66
- Shorter turn around time



# Policy 168

## Policy 168: Reasonable Accommodation on the Basis of Disability – Guidelines for Employee Requests

- Change in process – all requests to HR
- May be verbal or written
- May require medical documentation
- Interactive process between HR, employee and supervisor, along with any other applicable parties

# Policy 151 Code of Conduct

## 2. General Conduct:

- environment that is free of discrimination or harassment
- conduct themselves in a businesslike manner
- being at work while under the influence of alcohol or drugs, disruptive behavior, gambling, unauthorized use of public property or resources and other unauthorized activities that disrupt the efficient and economical administration
- actions contributing to a hostile work environment

*Employees are expected to uphold the values of honesty, respect, integrity and trust. In addition, when interacting with one another and the public, all are expected to behave in a professional, collegial, cordial, civil, positive, respectful and ethical manner.*

# Anti-Bullying Policy

NDSU prohibits bullying in all forms, and is committed to preventing bullying in the workplace, the classroom, and in programs and activities, both on and off campus. A victim of bullying does not have to be a member of those protected classes as stated in [NDSU Policy 100](#)

# Policy 155 Alcohol and Other Drugs

Unlawful consumption of alcohol beverages or use of illegal drugs, ***being at work while under the influence of alcohol or drugs***, disruptive behavior, gambling, unauthorized use of public property or resources and other unauthorized activities that disrupt the efficient and economical administration of the NDUS are prohibited.

# Policy 161 Fitness for Duty

*Physical/mental health status that facilitates the performance of essential job duties in an effective manner and protects the health and safety of oneself, others and property.*

## **Manager/supervisor responsibilities**

- Observe employee's attendance, performance and behavior.
- Document
- Address concerns with employee.
- Contact HR/Payroll to discuss next steps.
- Maintain confidentiality of medical information.

# Policy 163.1 Workplace Violence

*Violence, threats, intimidation, and other disruptive behavior in our workplace will not be tolerated.*

- If you observe or experience such behavior by anyone on NDSU property, or while working off-site, report it immediately to a supervisor.
- A supervisor who receives a report of workplace violence must take immediate action.
- Threats or assaults may require immediate action by law enforcement.

# True or False on FLSA

- If my title is manager or I supervise, I am exempt
- Hours worked from home do not count toward a 40 hour week i.e. answering e-mails
- If my employee works over 40 hours in a week without permission, they don't need to be paid for that time
- An employee's hours can be averaged across the pay period i.e. 50 hours one week and 30 hours the next week = 80 hours for 2 weeks
- If the employee agrees, overtime can be waived

*These are all False*

# Why Stay in Compliance with the Fair Labor Standards Act!

- FLSA Suits Increase for 7<sup>th</sup> Straight Year
- 438% increase since 2000
- Cost of violations: Civil money penalties up to \$1,100 for each violation of minimum wage or overtime pay provisions and up to \$11,000 for each violation of child labor provisions



# Common FLSA Pitfalls

- Know if your employees are eligible for overtime (non-exempt) – It is about ‘work’ not ‘title’ – HR/Payroll makes the decision based on FLSA regulations
- Don’t permit off-the-clock work – must be prior approved by supervisor
- Know the overtime policy and what hours apply to overtime (holidays/closures)
- Know how to count travel time for non-exempt employees
- Know child labor regulations

# FLSA Resources

- Policy 212 – Overtime
- FLSA for Managers – Manager’s Toolbox on HR/Payroll website
- HR/Payroll Staff

# Affordable Care Act (ACA)

What we know today...

Keep in mind, this may all change!

# ACA

## ***Definitions: 3 categories***

- **Benefited Eligible Employee:** *In an approved and regularly funded position, working 20 or more hours per week, working 20 or more weeks per year.*
- **Full-time ACA Temporary Employee:** *Working 30 or more hours per week or 130 hours per month or 1,560 hours per year: Includes any employee that is reasonably expected to work 30 hours per week for a month, variable hour employees, and does not meet the seasonal definition.*
- **Seasonal Employee:** *Working 6 months or less for a designated season and does not meet the 1,560 hours rule in the look back period.*

# Who Does ACA Apply To?

- **Work Study Students:** Are excluded
- **Non-Work Study Students:** Are included in the counting of hours for ACA
- **Graduate Assistants:** Are included in the counting of hours for the ACA
- **Adjunct/PTA:** Are included in the counting of hours for the ACA. Guidelines have been given to determine hours
- **Non student/temporary employees:** who meet the definition of full-time ACA temporary employee
- **DCE** – Are included in the counting of hours for the ACA

# Cost of Providing Healthcare

- State of North Dakota/NDUS is using Federal Poverty Level
- Approximately:
  - Employee = \$1,109 annually
  - Employer = \$4,564 annually
- Penalty for non-compliance
  - \$2,000 per NDUS employee annually

# Process for Determining Eligibility

- Initial look-back period – may be 12 months or as short as 6 months
- In October 2014, we will determine who is eligible and offer coverage for effective January 2015 (health insurance in effect February 1)
- Offer coverage at time of hire:
  - Non-seasonal position
  - Reasonably expected to work 30+ hours per week

# Manager Self-Service Overview

- Reminders about Terminations:
  - Terminations can (and should) be initiated before the last day worked-No need to wait for last work day or last payday
  - Action/Reason Table should be used to select appropriate Termination Reason
  - Necessary documentation should be uploaded before submitting



# Hiring/Onboarding

- Hiring involves completion of the Hire Form 100 information directly into HRMS
- Approval workflow is the same as current Hire Form 100 approval routing
- Benefitted Hires will be initiated and submitted by HR/Payroll using PeopleAdmin Request to Offer, as is the current practice

# Hiring/Onboarding, cont.

- Non-benefitted Hires will be initiated and submitted by the department
- Departments will need position number, empl ID or name, start date, employee's personal or work email address, standard hours, rate of pay, etc—same info needed for the Hire Form 100
- Necessary documentation should be uploaded before submitting

# Hiring/Onboarding, cont.

- After department submits hire, new employee receives an email to start onboarding (new employees only)
- After all workflow approvals are completed, new employee is issued Empl ID and receives a second email to claim dotted identifier and complete remainder of onboarding, including completing W-4, I-9, Direct Deposit

# Questions

- Jill Spacek, Associate Director  
Recruitment and Administration
- Brittnee Steckler, Associate Director  
Employee Benefits and Development
- Tricia Johnson, Associate Director  
Payroll
- Colette Erickson, Director  
HR/Payroll