KNOW THE RULES & REGS
Questions to ask before the job assignment begins:

- Is there a pre-existing job assignment?
  - if so, will this create a conflict? (see E-Class Cross Reference Chart)
  - is there a potential for overtime? If so, who will pay the overtime?

Before an individual is put to work, look for pre-existing UA jobs and be aware of potential job conflicts. ALWAYS follow BOR hiring policies and regulations:

University Regulation R04.03

SCHEDULES & CALENDARS

- UAF Personnel/Payroll Submission Schedule
  [http://www.uaf.edu/uafhr/payroll/index.html](http://www.uaf.edu/uafhr/payroll/index.html)

- HR Processing (Payroll) Calendar
  [http://www.alaska.edu/hr/procedures/index.xml](http://www.alaska.edu/hr/procedures/index.xml)
TIMESHEET

EFFECT / LEAVE REPORT DEFINITIONS

PAY NO is the payroll run number, and
matches the PAYPERIOD ENDING
DATE (see the Submission Schedule)

EMPLOYEE NAME should always match
the name as that given on the social
security card

DEFINITIONS (continued)

EMPLOYEE ID is the same eight-digit UA
system generated number assigned for ALL
purposes, (employee, student, vendor, etc.)
Only one ID number per person.

TKL (Time Keeping Location) is the 3-digit
number assigned to each department.

For Statewide: T290, T800, T802 and T806

DEFINITIONS (continued)

The Labor/Leave block

ECLS is a two-letter alphabetical
earnings class code assigned to every
job assignment

Example: NR – non exempt regular

EC is a three-digit numerical earnings
code.
TIME ENTRY OVERRIDE

RESTRICTIONS

The following data defaults in from NBAJOBS and Banner rule forms, and may not be overridden:

• Position numbers
• Earnings codes to mismatched earnings classes
  
  Example: Overtime (300) for exempt employees
• Number of hours for exempt employees
• Pay rates

USING A TIME SHEET TEMPLATE

With the exception of leave earnings and labor distribution, the typed or written information on the time sheet template should match the data in NBAJOBS, (or the job form if the job has not been set up).

TIME REPORTING

- Exempt vs Non Exempt Employees
- Student Employees
- Paid Leave
- Travel Pay
# Exempt and Non Exempt

## TIME SHEET vs EFFORT/LEAVE REPORT

## TIME SHEET

The **TIME SHEET** is used by employees in non-exempt earnings classes.

## NON-EXEMPT EARNINGS CLASSES (ECLS)

- **NR** Non-exempt Staff Regular
- **NT** Non-exempt Staff Temporary
- **NX** Non-exempt Staff Extended Temporary
- **CR** Non-exempt Staff Regular (AHECTE Union)
- **CT** Non-exempt Staff Temporary (AHECTE Union)
- **SN** Student Non-Taxable
- **ST** Student Taxable
TIME SHEET EXCEPTIONS

Graduate Research Assistants are an exception to the time sheet rule. Although Graduate Students are exempt from overtime, they currently submit a Time Sheet.

GN Grad Student FICA Non-Taxable
GT Grad Student FICA Taxable

Payroll DOES NOT require hourly reporting for Graduates, but we do require the bi-weekly pay amount, (must be exact). Total hours/units will always be ‘1.’

STUDENT ASSISTANT ISSUES

UA Board of Regents Policy requires students to be enrolled in at least six credits to be eligible for student employment

Terms and Conditions of Student Employment
BOR P09.05.02

STUDENT ASSISTANT ISSUES (cont’d)

Student Assistants require the pre approval of the MAU’s Senior Student Officer or designee to work continuously over 20 hours per week while school is in session.

Students may work full time during the Spring break, between semesters and over the summer.
STUDENT TAX ISSUES

Students who plan to work over 20 hours per week on a regular basis are not eligible for non-taxable (SN) status, regardless of their enrollment status.

EXEMPT EARNINGS CLASSES

The EFFORT/LEAVE REPORT is issued to employees in exempt earnings classes.

EXEMPT STAFF EARNINGS CLASSES (ECLS)

XR  Exempt Staff Regular
EX  Executive Staff
XT  Exempt Staff Temporary
XX  Exempt Staff Extended Temporary
EXEMPT FACULTY
EARNINGS CLASSES (ECLS)

A9  ACCFT Union <12 Month
AR  ACCFT Union 12 Month
F9  Regular Faculty <12 Month
FR  Regular Faculty 12 Month
FN  Regular Faculty <12 Month Non-represented
FT  Temporary Faculty
FW  Temporary Faculty Non-represented

WHAT IT MEANS TO BE EXEMPT
Exempt from the overtime premium pay provision of the Federal Fair Labor Standards Act (FLSA).
• Guaranteed a predetermined biweekly amount, regardless of hours worked
• Report only leave taken - not holidays - and distribution of effort in percentages

EXEMPT TIME REPORTING
Exempt level employees are not required to submit an Effort/Leave report unless
• It is a requirement of their department dean or director
• They have leave to report
• They are charging their labor to a restricted account
• Their labor distribution has changed
WHAT IT MEANS TO BE NON EXEMPT

Not exempt from the overtime premium pay provision of the Federal Fair Labor Standards Act (FLSA).

- Required to report ALL hours worked and leave taken for each regular work day.

OVERTIME

Non Exempt employees are eligible for overtime premium pay at one and one-half times their regular rate of pay for time worked over 40 hours during the work week.

For members of the Crafts and Trades union (AHECTE), holiday pay and Union Business Leave is considered time worked for overtime compensation.

WORK PERMITTED

- Work not requested but suffered or permitted is work time, and must be compensated
- Work performed away from the premises or work site is work time and must be compensated
**DUTY OF MANAGEMENT**

“In all cases it is the duty of the management to exercise its control and see that the work is not performed if it does not want it to be performed. It cannot sit back and accept the benefits without compensating for them.”

**COMP TIME**

- Comp time is not allowed, per BOR Regulation R04.05.020
  - b. Nonexempt employees will not be eligible for compensatory time-off in lieu of overtime pay. This regulation does not prohibit the arrangement of flexible working schedules for employees which do not exceed 40 hours in any work week.

**Unions**

- There are currently four classes of UA employees represented by unions:
  - ACCFT (Community Colleges)
  - Local 6070 (Crafts and Trades)
  - UNAC (Regular faculty)
  - Adjuncts
Union Bargaining Agreements

Bargaining agreements for all UA unions are available online at:

http://www.alaska.edu/hr/labor/index.xml

PAID LEAVE

The following earnings classes are eligible for annual leave, sick leave and holidays:

- All regular staff (NR, XR, EX, CR)
- 12 month non-union faculty (FR, AR)
- Extended temporary employees (NX, XX)

PERSONAL HOLIDAY

- One day holiday every fiscal year
- Available to non-exempt regular staff (NR)
- Must complete six-month probationary period
- Lost if not used by the end of R14
- May not be used during the R15 pay period
MILITARY LEAVE

Regular employees who are members of the reserve or auxiliary component of the US Armed Forces are entitled to 16 ½ days per year of military leave.

It is the responsibility of the department to track Military Leave use.

JURY DUTY LEAVE

- available to all regular benefits eligible employees
- requires a subpoena as evidence
- voluntary court duty not eligible
- Jury Duty pay must be submitted to the university to offset the cost

HOLIDAYS AND LEAVE WITHOUT PAY

Employees must be in paid status on the working day before and after the holiday to be eligible for holiday pay. The three-day closure between the Christmas and New Year holiday is the only exception to that rule.

Employees may elect for leave without pay during the closure, in lieu of annual leave.
Faculty Leave
Regular faculty (F9, FN, A9)
- eligible for paid sick leave only
- 15 days per academic year of paid time off
- additional six days of paid time off during summer additional assignment
- Paid time off is not reported on the time sheet, and is not a cash benefit payable on termination

Faculty Leave (cont’d)
Twelve-month faculty (FR, AR)
- eligible for annual leave, sick leave and holiday

Temporary faculty (FT, FW)
- not eligible for paid time off, leave or holiday pay.

PAID LEAVE RESTRICTIONS
The amount of paid leave claimed for one day may not exceed the number of assigned hours per day for that employee.
LEAVE CASCADING

Some leave earnings are system generated

- Excess sick leave cascades into annual leave, then leave without pay
- Excess annual leave cascades into leave without pay (never to sick leave)

Temporary Staff and Students

- Temporary staff and student assistants are not eligible for leave or holiday pay.
- Graduate students receive the same amount of pay regardless of time actually worked.

Travel Pay

UA Regulation R05.02.06.A.7
b. Time in Travel Status
A traveler shall be considered in travel status from the time the traveler leaves or returns to his or her immediate work station if travel begins or ends during assigned work hours, or from the time the traveler leaves or returns home if travel begins or ends outside assigned working hours.
Travel Pay  cont’d
9. Wages Paid During Travel
   b. For classified (i.e. non-exempt) employees, if the travel takes place during the employee's normal work hours (even if travel occurs on the employee's normal day off), the employee is eligible for payment of wages for the travel time during normal work hours (not to exceed 8 hours). Compensated travel time shall be considered "worked time" for purposes of calculating overtime premium pay.

Travel Pay  cont’d
9. Wages Paid During Travel
   c. For faculty, exempt, and executive employees, regardless of when the travel takes place, the employee shall receive his or her normal pay. There shall be no payment or compensatory time provided for travel on weekends or other non-work periods.

Supplemental Pay
- For Union Faculty
  - Must meet the conditions of the collective bargaining agreement
  - Only under exceptional circumstances, and must be approved by the Chancellor
- Bonuses and awards may not be charged to grants or contracts
AUDITING TIME SHEETS
- Legal Documents
- Checking for errors and accuracy
- Multiple Time Entry Screens
- Labor Distribution Overrides

LEGAL DOCUMENT
“The Time Sheet and Effort/Leave report is a LEGAL DOCUMENT, and may be subpoenaed in a court of law. It may be used to verify hours worked, leave taken, and physical location on a specific day. Information omitted, or falsely entered, is a misdemeanor."
Alaska Statute AS 11.56.210 and AS 24.55.150 (a)(1)

QUALITY CONTROL
- Blue or black ink only
- No gel pens, red ink or pencil
- No whiteout or correction tape
- Must be legible

Corrections must be initialed by both the employee AND the supervisor.
MULTIPLE TIME ENTRY SCREENS
The following events create multiple Banner time entry screens

- job changes
- rate changes
- labor changes
- fiscal year end

Only one time sheet prints

EMPLOYEE UNAVAILABLE
If an employee is not available due to special circumstances, (sudden illness, FML, etc.), the PPA should initial on the employee signature line, and write ‘Employee not available.’

SUPERVISOR/DEPT HEAD SIGNATURE

- Time sheet signature authorizations should be on file for all supervisors and directors.
- An alternative signor may be designated by memo specifying dates of absence and the names of employees affected.
**SUBMISSIONS DEADLINE**

- The Time Sheet submission deadline is generally by noon on Monday of payroll key week
- May change due to holidays or system processes

**LABOR REDISTRIBUTIONS**

Labor redistribution requests should be sent to

Controller's Office: Rita Murphy
rita.murphy@alaska.edu

The Labor Redistribution Form can be found at:
http://www.alaska.edu/hr/forms/int_payrollforms.xml

**PAYROLL CONTACTS**

Statewide Payroll Technician
Peggy Santana
fnpl2@uaf.edu
474-1509

Payroll Manager
Becky Conner
fnrpc@uaf.edu
474-6407
Major SW Risk Services Functions
- Consulting
- Insurance
- Contract Review
- Claims
- Environmental/Occupational Health & Safety
- Loss Prevention & Control
- Emergency Preparedness & Business Continuity

Standard Insurance Coverage
- Casualty (include auto liability)
- Property
- Workers’ Compensation
Student Oriented Insurance Coverage

- Athletics
- Student Accident
- Student Professional Liability
- Student Property

Employee Oriented Insurance Coverage

- Travel Accident

Special Operations Insurance Coverage

- Auto/Equipment
- Physical Damage
- Aviation
- Boiler & Machinery
- Bonds
- Crime
- Day Care
- Foreign Liability
- Key Person
- Marine
- Sports Camps
Outside Operations
Insurance Coverage

- Event Insurance
- Foreign Visitor (includes students)

Travel and Insurance

Dispelling The Myth of the TA (Travel Authorization)

Creating a Travel Authorization for Someone Does Not Provide Insurance Coverage For Them Of Any Kind Whatsoever!
Vehicles and Insurance

- Driving requirements for employees utilizing UA vehicles (owned, rented, or borrowed)
- Do not purchase insurance from rental agency
- Allow non-university employees to drive your rental vehicle at YOUR PERSONAL risk
- Do not rent vehicles FOR non-university employees
- Check the vehicle for damage BEFORE leaving the agency lot and AGAIN when the vehicle is returned

Insurance Travelers Should Know About

- Auto Liability
- Workers’ Compensation
- Travel Accident (AD&D)
- Emergency Travel Assistance (employee ID cards and passport stickers are available)

See Travel Warnings web site link: http://www.travel.state.gov/travel_warnings.html

Contracting

- When Do You Need To Call Risk Services?
  - When you see requirements for insurance
  - When you see indemnification, hold harmless, release, or waiver of rights provisions
  - Your project includes a situation that may require special contract provisions to protect against loss (people, property, financial assets, etc.)
  - When an accident occurs or claim is made that may pose a liability on the part of the UA
Claims & Incidents

PLEASE NOTIFY RISK SERVICES WITHIN 24 HOURS IF ANY OF THE FOLLOWING OCCUR:

- Employee injuries requiring a doctor visit or time off work
- All injuries to third parties (anyone who is not an employee)
- All motor vehicle accidents
- Property loss or damage
- Any other situation that may give rise to a claim against the university

Environmental & Occupational Health and Safety
Loss Prevention Program & Safety Training - Current Programs

- Ergonomic Evaluations and Equipment Upgrades
- Computer Lock-Down Devices
- Spikies
- Occupational Safety Training

Ergonomic Overview

Upright sitting posture. The user's torso and neck are approximately vertical and in-line, the thighs are approximately horizontal, and the lower legs are vertical.

Safety Responsibilities

There are at least five principle areas of safety UA employees should be aware of – even with volunteers:

- Development of proper attitudes
- Knowledge of safe work practices
- Orientation and training of employees
- Personal protective equipment
- Accident and injury reporting
Emergency Preparedness and Business Continuity

Current Projects
- Butrovich Emergency Action Plan
- Business Continuity Planning
- Alert Notification System
- State/Local Inter-Agency Partnerships
- System Wide Emergency Preparedness
- Exercises

RISK SERVICES WEB SITE:
http://info.alaska.edu/risksafety/
Your Turn

What Are Your Burning Issues, Questions, & Concerns About Risk Issues and/or Your Work Place?