Central HR Updates: January 11, 2017

HR Edge Registration System:

Are you looking for ways to educate, development, grow and engage yourself as a UC employee as you head into the New Year?

UCHR is excited to announce HR EDGE - an intuitive and streamlined registration system for UC employees to register for HR events including:

- Leadership Development Workshops facilitated by the UCHR Learning & Leadership Development Center (available now).
- UC Benefits meetings, events, and consultations (coming soon).
- Be Well UC wellness events and initiatives (coming soon).

For more information visit the UCHR Learning & Leadership Development Center website, or go straight to HR EDGE and register for the opportunity that best fits your, or your department’s career goals!

**NOTE:** Due to overwhelming feedback from the UC community, UCHR Learning & Leadership Development classes will now be offered on both East Campus in University Hall and West Campus in TUC. Be sure to check out available opportunities on HR EDGE.*

*A login button for HR EDGE will also be placed on the HR Home Page in the coming week.

Information Pertaining to Employee who transitioned to Non-Exempt Status on October 1, 2016

It was recently determined that due to a programming error, FLSA – transitioned employees accrued sick time on both their exempt and non-exempt positions following their transition to a non-exempt status. Consequently, excess sick time accrual of approximately 9 hours (hours may vary based upon actual hours worked and FTE) was credited to these employee’s paychecks to which they were not entitled. The programming related to this accrual has been corrected and the excess accrual was removed/reduced on the 12/27 pay.

Elizabeth S. Aumann  CEBS, SPHR
Benefits Director
Information Pertaining to All Non-Exempt Employees and Policy Update

- The Overtime and Compensatory Time Policy (14.03) has been updated to clarify that payments made for accrued compensatory (comp) time which are made at any time other than the calendar year in which the comp time is earned are not considered earnable salary for OPERS or other retirement system purposes.

- As a reminder, comp time may be earned by non-exempt employees in lieu of overtime pay for all hours per week in excess of 40 hours in active pay status. Comp time is recorded at one and one-half times the number of hours in excess of 40 hours in active pay status.

- Non-exempt employees – other than those in seasonal, public safety or emergency response work – may accrue up to a maximum of 240 hours of comp time. Employees in seasonal, public safety or emergency response work may accrue up to 480 hours.

- Comp time must be taken within 180 calendar days from the pay period in which it was earned. In the case where a Comp Pay Out is made in the calendar year AFTER it was earned, OPERS/ARP retirement contributions will not be deducted. If Comp Pay Out is made in the same calendar year in which it was earned, OPERS/ARP will be deducted. In a case where Comp time is carried from one calendar year to the next and is then paid out, Comp Pay Out will first be paid from the prior calendar year.

- Employees whose Comp Pay Out is paid from the prior calendar year will see a NEW wage type on their paystub: Comp Payout No Save. The current wage type, Comp Pay Out, will continue to be used when retirement plan contributions are deducted from the employee’s pay. It is possible that employees will have both entries on the same pay if Comp Pay Out for the current pay period draws from the prior and current calendar year’s accruals. Current calendar year accruals will not be accessed by the system until prior calendar year accruals are exhausted.

- Employees who use Comp Time to cover an absence (Comp Time Taken) will continue to see retirement plan contributions deducted whether the Comp time was earned in the previous or current year.

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