HCM Monthly Updates

April 10, 2018

Agenda

- Summer Teaching and Research Processing

- Review of Graduate Assistant Allowance Plans

- Workday Processing Reminders

- Workday and HRM Updates

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Summer Teaching

- Instructions have been sent out by Budget & Planning

- Loaded via a Period Activity Pay EIB

- Refer to instructions for deadlines set by Budget & Planning

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Summer Teaching Timeline

Dates	Actions
April 6th - May 18th	Units can upload completed budget files in Reports-to-Geaux. Updated files must be uploaded by 4:30 pm May 18th
May 21st	Verification file can be accessed in Reports-to-Geaux
May 22nd - June 7th	Email Budget & Planning to make any revisions.
June 8th – end of Summer Session	Contact HRM for any personnel changes, e.g. canceled courses.

Summer Research

- Summer research processed via One Time Payments (OTPs)

- Separate forms must be loaded for multiple costing

- Coverage dates must be entered

- Comments must be entered
  - Include formula calculation and indicate teaching or no teaching
  - Example: $150,000*.003623*92 ; no teaching

- PM-3 overages must be maintained by the worker.
  - Justification for PM-3 overages must be attached to the OTP.

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Summer Research Calendar

Coverage Date Range	Effective Date Range	Pay Date	Accounting Year	Must be to HR Partner (HRM) by	Successfully Completed by
5/15/18 – 6/30/18	5/15/18 – 6/14/18	6/29/18	FY 18	5/30/18	6/25/18
7/1/18 – 7/14/18	6/15/18 – 7/14/18	7/20/18	FY 19	6/27/18	7/13/18
7/15/18 – 8/14/18	7/15/18 – 8/14/18	8/21/18	FY 19	8/1/18	8/14/18

Summer Research

SESSION	EFFECTIVE DATES	STB COMPENSATION (FULL-TIME)	MAXIMUM SUMMER RESEARCH COMPENSATION
A	5/30-8/3	2/9 of AY	AY x .004273 x 26
B	5/30-7/11	2/9 of AY	AY x .004273 x 26
Research Only	5/15-8/14	3/9 of AY	AY x .003623 x 92

Graduate Assistant Summer Compensation

- Allowance Plans vs. Continuation of Salary

- Allowance Plans:

    1. Graduate Assistant Instructional Allowance-
    - GA is teaching during the summer and does not qualify to remain a GA per Grad School policy

    - The dates should follow the summer school calendar

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Graduate Assistant Summer Compensation

- Allowance Plans (continued):

2. **Graduate Assistant Student Allowance-**

   - GA is conducting research or performing other non-teaching duties over the summer and does not qualify to remain a GA per Grad School Policy

   - The dates should reflect the dates the GA will be working between 5/15-8/14

Graduate Assistant Summer Compensation

- Allowance Plans (continued):
  - Monthly frequency

  - No proration

  - The number of pay periods the dates cover will determine the number of payments and the monthly amount of the allowance

  - A compensation actual end date is needed to stop payment

Graduate Assistant Summer Compensation

- Example:

Graduate Assistant Summer Compensation

- Allowance Plan Example:
    - GA is teaching from 5/30/18 – 7/11/18 and is not eligible to remain a GA during the summer. The GA is to earn $3,000 for teaching the course.

        5/30/18 – 7/11/18 = 3 professional pay periods (3 total payments)
        $3,000 / 3 payments = $1,000 monthly

Summer School Dates

Summer Session	Dates
Summer A	5/30/18 – 8/3/2018
Summer B	5/30/2018 – 7/11/2018

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Graduate Assistant Summer Compensation

- Continuation of Salary:
  - If the GA is working in any capacity over the summer and qualifies to remain a GA per Grad School policy, they will continue to be paid through their salary.

  - If the GA is teaching, the dates of the summer pay should follow the summer school calendar. Job profile should be updated to appropriate Teaching Assistant profile.

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Graduate Assistant Summer Compensation

- Continuation of Salary:
  - If the GA is conducting research or performing other non-teaching duties, the dates entered should follow when the GA is performing work. <u>A compensation actual end date is needed to stop payment.</u>

  - The salary must be an annualized amount with an annual frequency and does prorate based on the dates entered and the number of working days in each pay period.

  - **<u>Job Change>Job Continuation must be loaded to extend compensation.</u>**

Workday Processing Reminders

- Annual Work Period/Disbursement Plan Period (AWP/DPP)
  - 4/4, 9/9, or 12/12

  - Required on a hire action

  - Must have "Academic Salary Plan"

Workday Processing Reminders

- Located on initial hire screen

- Under "Additional Details" section

Job Details

Position	P00008515 Assistant Professor of Mathematics (Tenure Track)
Job Requisition	R00016293 Assistant Professor of Mathematics (Tenure Track) (Open)
Employee Type	Faculty
Job Profile	Assistant Professor
Time Type	Full time
Location	LSU - Baton Rouge
Pay Rate Type	Salary

Additional Information

Job Title	Assistant Professor
Business Title	Assistant Professor
Location Weekly Hours	40
Default Weekly Hours	40
Scheduled Weekly Hours	40
FTE	100%
Annual Work Period	Nine Month (August 15 - May 14)
Work Period Percent of Year	75%
Disbursement Plan Period	Nine Month (August 15 - May 14)
Job Exempt	Yes
Job Classifications	02 - Faculty (EEO-1 Job Categories-United States of America)
	25100000-Postsecondary Teachers - (US Standard Occupational Classifications (SOC)-United States of America)
	IPEDS -1 - Instruction, Instruction combined with Research and/or Public Service, Research, Public Service (IPEDs Job Classifications-United States of America)
Job Classification	(empty)
Company Insider Types	(empty)
Workers' Compensation Code from Job Profile	8868 - Professional Employees (United States of America)
Workers' Compensation Code Override	(empty)
Work Shift	(empty)
First Day of Work	08/15/2018
Continuous Service Date	08/15/2018

Workday Processing Reminders

- Terminating 4/4 academic workers not continuing
    - System cleanup
    - Security access

- Example: teaching during Fall semester, not returning in the Spring.
    - May or may not return the following fall

Workday Processing Reminders

- Moving a worker from a leave eligible to leave ineligible position (vice versa)
  - Leave eligibility – 50% effort and greater than 180 days
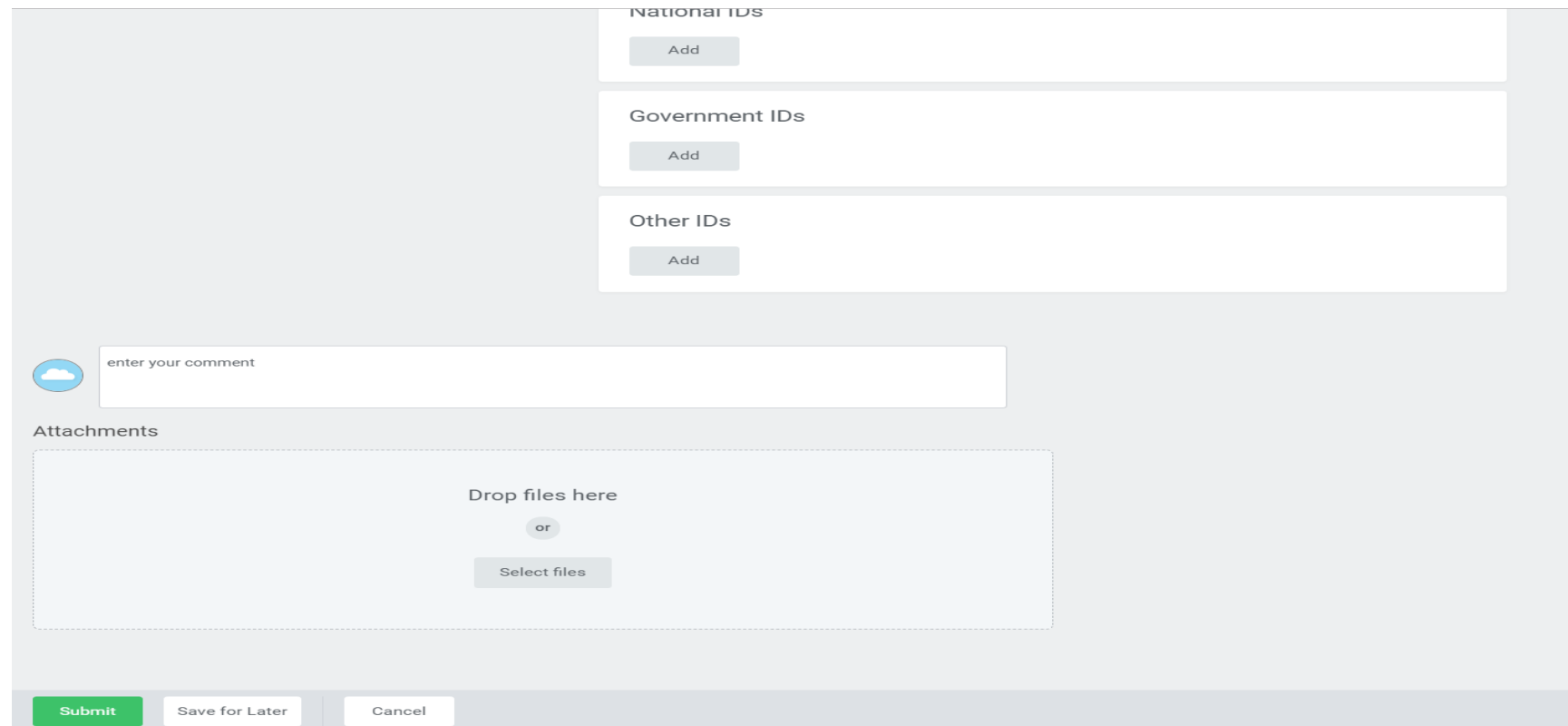
Step 1: Must terminate from leave ineligible position
  - Transient, WAE, GA, Student

Step 2: Employee to be hired into leave eligible position

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Workday Processing Reminders

- **9 Month Academic Employee Terminations:**
  - Old Process:
    - 9 month academic employees who terminated employment at the end of an academic year would keep insurance coverage through September 30
  - New Process (effective beginning with the 2017-2018 academic year):
    - 9 month academic employees who terminate employment at the end of an academic year will lose insurance coverage on May 31
    - The new process will result in budget savings for university departments and will help keep insurance premiums down
  - Overpayment of premiums will be refunded to the employee by Payroll once the termination is complete in Workday

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Workday Processing Reminders

- The Dependent Event in Workday now has fewer steps
  - Employees are able attach their dependent verification documents on the same screen that they use to enter the dependent demographic information

Workday & HRM Updates

- Legal Names
  - Legal name should match the name entered on the workers government documents
  - **Do not enter preferred name in the legal name field**

- Use of Middle Name
  - To better identify workers with similar names add a middle name of the worker

- As an HR Analyst to edit legal or preferred name use Maintain Names under "Personal Data."

Workday & HRM Updates

- Hiring guidelines for rehired retirees

  - 60-Day Required Break (1 Year Break TRSL Retirees)

  - Contract Worker vs Regular Paid Employee

  - FTE and Duration of Appointment

  - Continuations Require HR Approval

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Workday & HRM Updates

- Upcoming Recruiting Module Changes:
  - Reference Check

  - Relocation

  - Service Now