

HR CONTACTS MEETING 11/17/16

LINDA THAI SCHLOSSMAN

EVC Area HR News

- New email newsletter, “**EVC-StaffHR UCSD**” is going out every Tuesday now. It is addressed to VCAA Assistant Deans, Business Officers, and HR Contacts.
- View the latest “**Weekly HR News**” hyperlinked [here](#).
- Please note: **Open Enrollment** Closes at 5pm on Tuesday, November 22nd.
- New Staff Appraisal Project: **[TOWN HALL FOR ABA MEMBERS: STAFF PERFORMANCE APPRAISAL REDESIGN](#)** – tentatively scheduled for November 29th.
 - Supervisors and ABA members are encouraged to attend town hall meetings and share outcomes with your employees.
 - Performance Appraisal ratings for non-represented employees will be discussed.
 - **[Performance Appraisal Redesign Town Hall](#)** meeting will be open to all employees on December 13th.
 - Time slots before 11:30am are trending, based on the poll that was sent out.
- Talent Acquisition and Outreach Services has a new operations manager, **Michael Sauvageau**.
- EVC’s office has been working with OSI (Office of Strategic Initiatives) to develop a plan to build a common understanding – **[and Best Practices strategy for Recruitment, Staff Development and EEO/AA/Diversity Awareness for supervisors and HR Contacts](#)**.
 - On horizon in new year – full day training sessions taught by OSI/VCAA
 - Business officers and academic affairs will be contacted first, and then HR contacts.
 - Six Sigma Management Program – green belt, yellow belt, black belt training – will be announced. Leadership focus, streamlining processes for continuous improvement.
 - See: <http://blink.ucsd.edu/sponsor/OSI/continuous-improvement.html> for more information.
- PLEASE NOTE: **EVC HR** event information mentioned above can also be found on the **[EVC HR Calendar](#)**.

CAMPUS HUMAN RESOURCES LABOR RELATIONS UNIT

- NEW TEAM, NEW DIRECTOR.
- Terri Winbush, Director.
- **Labor Relations**
- E-mail: laborrelations@ucsd.edu
Phone: (858) 534-2810
- LR is here for you – phone number on blink – cell phone available – can direct you to someone. Keep trying until you reach someone because the team is here to help.
- K6 is striking today
- Negotiating contracts now – it has been contentious, challenging
- Tentative dates/sessions next week for more bargaining.

- CX contract expires at end of the month
- Wages are still being negotiated – Bargaining today and tomorrow.
- CX has no wage increase for this year – last increase was 2015.
- Police – contract is also being negotiated – proposal was 4%
- Goals for the year: LR plans to be more proactive, to reach out to see what are reoccurring issues – where training could be needed – customized training

CAPRECE SPEAKS-TOLER, COMPENSATION

CAMPUS HUMAN RESOURCES COMPENSATION - FLSA Overtime Rule

- TOWN HALL MEETINGS have taken place recently with this information.
- [NEW FAIR LABOR STANDARD ACT \(FLSA\)](#) has changed. More information can be found via the hyperlink.
- SCHEDULED TO TAKE effect December 1st – 2016.
- UCSD is taking action effective November 20th – first day of biweekly period.
- What is the fair labor standards act?
 - Federal law – enacted in 1938, during the great depression
 - Federal govt. found need to regulate to protect employees
 - Employees classified as exempt who are earning less than **\$47,476 annually**, based on percentage of time worked need to be converted to non-exempt, even if they meet the “duties” test.
- Federal vs. State Law:
 - UCSD complies with the Federal overtime ruling vs. State law.
 - California says overtime is paid for any time worked over 8 hours /day
 - Federal Law says overtime is paid for any time worked over 40 hours/week
 - Title codes drive FLSA status (for example, TC 7243 – populates as non-exempt; TC 7242 populates as exempt)
- Action Taken?
 - [Biweekly Conversion Information](#) is hyperlinked here.
 - If FLSA status is changed from exempt to non-exempt, pay cycle changes from monthly to bi-weekly cycle.
 - Current biweekly pay period ends the 19th.
 - **Payroll will issue a paycheck on Dec. 1 that covers Nov. 1 – Nov. 19th for those whose exempt status changed to non-exempt.**
 - Those employees will be short a full paycheck if they were paid monthly before.
 - Transition Assistance Program: To offer assistance university is allowing affected employees to cash out up to 80 hours of vacation – there is a [form](#) that must be submitted to payroll by the deadline.
 - Will only be able to request cash out through December 15th
 - Employees will be **taxed** according to regular withholdings – form must be completed, submitted to payroll by the deadline
 - Need to have the vacation on the books.
 - Overtime must be approved in advance by supervisor.

- Supervisor: make sure to track hours and overtime.
- Supervisors – this will impact the budget, grants, with overtime being paid
- If we don't pay OT to those who are eligible we can be fined
- Need to monitor to ensure that we're compliant
- PART TIME EMPLOYEES – may be affected.
- % x annual salary – if over \$47K they would be exempt (with exempt title code).
- Only Payroll has access to override the codes
- January 1st: minimum wage going up to \$11.50
- Caprece's office will not change sub categories in PPS – it is up to the department to decide.
- SUB 1 – exception reporting (vacation, sick time) – paid based on what's in PPS
- SUB 2 – positive time reporting based on timekeeping, not PPS – actual hours worked
- Overtime – rule – department decides which sub category to use
- **Recommended for anyone with a variable appointment is to put them in SUB 2 so that actual hours worked can be tracked.**

GEORGE – PAYROLL OFFICE

Timekeeping:

- Sub 1 – pays from PPS –additional hours in MyTime are coded as OTS – only mechanism to pay – if extra hours are worked – not paid as OTS (OTS does not have benefits)
- Sub 2 – paid on Regular Pay
- My time not set up to accommodate both subs – system cannot do the spreading
- Must manually spread time if there is a dual appointment on two subs.
- Put on sub 2 for system to pay regular pay with benefits – employee gets service credit, vacation, sick,
- OTS is considered supplemental income
- Look at IHRS screen to keep track
- Recommendation – put them on sub 2 (anybody under 100%, put on sub 2)
- TIMEKEEPING – make sure employees are set up correctly, adjustments are done in a timely manner
- Resources? Blink – google FLSA, Blink
- FAQs on Blink

LIZ DUENAS – Records

- Send Liz Duenas (eduenas@ucsd.edu) an email to override FLSA code.
- Liz – will generate 2 PANS
- Almost done with Campus entries
- Liz is there early, Caprece is there late

CAREER TRACKS

- **PHASE 4 – Caprece will send out mapping sheets next Wednesday.**
- Other UC locations are not going through with as much attention to detail

- UCSD goes through a lengthy process
- Taking longer than anticipated to go through all the job descriptions.
- **Phase 4 will not be effective until January 1st**
- Phase 4 – mapped over 1,000 positions
- More positions that meet the duties tasks that will change exemption status
- In phase 3: FLSA – 250 being impacted as far as exemption
- Also a large number of employees that were changed from PSS to MSP
- Anticipates having those in phase 5 as well
- IF YOU HAVE POSITIONS THAT WERE MAPPED IN PREVIOUS PHASES – AND HAVEN'T PROCESSED YET – PLEASE CHECK WITH CAPRECE'S OFFICE FIRST- due to the FLSA changes
- **CAPRECE'S OFFICE IS NOW HANDLING: FLSA, CAREER TRACKS, OPEN ENROLLMENT, COMP TEAM, RECORDS TEAM, BENEFITS TEAM.** So please be patient about response times.

GEORGE GOMEZ, PAYROLL:

- PPS/timekeeping deadlines – TAKE NOTE OF EARLIER DEADLINES FOR THE HOLIDAYS
- Next week 22nd and 23rd are the PPS deadlines for biweekly and monthly
- December pay for monthly will be paid on January 3rd
- Recommend that you make your due dates to be the 20th – since other deadlines fall on a holiday.
- See 2017 deadlines: <http://www-bfs.ucsd.edu/PAY/ENTRYSCH.HTM>
- Only for sub 2 employees – not for sub 1
- Student employees – want to get away from paper checks – pay via new Student Card – information is coming soon from Payroll office about this.

LINDA THAI SCHLOSSMAN:

- **No December HR Contacts Meeting**
- Try to go to December 13th Town hall Meeting