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?
  o Federal law – enacted in 1938, during the great depression
  o Federal govt. found need to regulate to protect employees
  o 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:
  o UCSD complies with the Federal overtime ruling vs. State law.
  o California says overtime is paid for any time worked over 8 hours /day
  o Federal Law says overtime is paid for any time worked over 40 hours/week
  o Title codes drive FLSA status (for example, TC 7243 – populates as non-exempt; TC 7242 populates as exempt)
• Action Taken?
  o Biweekly Conversion Information is hyperlinked here.
  o If FLSA status is changed from exempt to non-exempt, pay cycle changes from monthly to bi-weekly cycle.
  o Current biweekly pay period ends the 19th.
  o Payroll will issue a paycheck on Dec. 1 that covers Nov. 1 – Nov. 19th for those whose exempt status changed to non-exempt.
  o Those employees will be short a full paycheck if they were paid monthly before.
  o 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.
  o Will only be able to request cash out through December 15th
  o Employees will be taxed according to regular withholdings – form must be completed, submitted to payroll by the deadline
  o Need to have the vacation on the books.
  o 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](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