This Handbook contains basic information regarding the timekeeping process focusing on Hospitals and Health Center Departments. This information is for people new to timekeeping at UMHHC. The information in this handbook will serve as a foundation for future learning.

There is A LOT of information you must be aware of in regards to timekeeping and pay at UMHHC. There is the Standard Practice Guide, contracts, State Regulations, Federal Regulations, and UH policies and processes; not to mention systems used for timekeeping and scheduling which may be electronic and/or manual. Taking all that into consideration, learning takes place in stages and over time. Departments are responsible for training timekeepers and managers including any department specific policies that apply to their particular areas. All of these policies need to be reviewed and approved by the HR Representative.

There is so much to be discovered regarding timekeeping and pay at The University of Michigan Hospitals and Health Centers. This handbook is just the beginning.

**Overall Objectives:**

- Provide basic information about timekeeping processes, structure of the Mpathways system, and other elements that are related to timekeeping and pay
- Describe some of the expectations of the timekeeper role
- List resources available to assist you with the timekeeping process
- Identify who to call for assistance when needed

**Objectives for each Section of the Handbook:**

**Section 1: Structure of Mpathways**

Objectives:
- Define the structure of the Mpathways system in relationship to timekeeping and payroll

**Section 2: Identifying the Employee**

Objectives:
- Define employee appointment information
  - Employee ID
  - Employee Record Number
  - FTE or Standard Hours
  - Pay Frequency
  - Compensation
  - Department information
  - Job Codes/Titles
  - Exempt vs. Non-Exempt
- Describe how to determine which payroll office to contact for a specific employee
- List additional Notes regarding appointments
UMHHC Timekeeping Basics Handbook

Section 3: Time and Labor

Objectives:
- Review Maintain Time Reporter Data
- Describe how an employee is activated in Time and Labor
- Define the different Workgroups
- Review Employee Leave Programs and Plans
- Identify the appropriate Programs and Plans based on the Employee type

Section 4: Leave Data

Objectives:
- Define accruals and eligibility
- Determine when adjustments to balances are required
- Define Leave time reporting rules for the various workgroups
- Describe impacts of various appointment changes such as new hire, termination, transfers and leaves
- List steps to problem solve leave data discrepancies or address employee concerns about their leave data
- List steps to track balances for accurate time reporting

Section 5: Static Groups and Schedules

Objectives:
- Describe the purpose of static groups and the importance of keeping them organized
- Describe the purpose of schedule templates and how to track and update schedule assignments

Section 6: Exception Pay time reporting vs. Positive pay

Objectives:
- Define Positive Pay time reporting and which employees are affected
- Describe Exception Pay time reporting and which employees are affected

Section 7: Reporting time

Objectives:
- Describe how to report time resulting in accurate paychecks
- Review TRC Manual
- Review Standard Practice Guide
- Review Contracts on-line
- Review UMHS Policies
- Describe importance of reporting up to standard hours
- Review reporting rules for Exempt vs. Non-exempt
- Review of Payroll Calendar (Data Entry Deadlines)
UMHHC Timekeeping Basics Handbook

Section 8: Holiday Time Reporting

Objectives:
• Describe the importance of scheduling for Holiday weeks
• Define Holiday pay rules for the different Workgroups
• Review resources for determining how to report time during holiday weeks

Section 9: Overtime Pay

Objectives:
• Describe the importance of paying overtime in accordance with policies, contracts and FLSA
• Review the Overtime Chart
• Review Overtime Liability Report that is done by the Payroll office
• Review reporting rules for Overtime Regular (Over Appointment) Hours (OTR) vs. Overtime Premium Hours (OTP)
• 8 and 80 Overtime Rule exception for 24/7 patient care areas

Section 10: Checking your payroll before and after payroll runs using Queries

Objectives:
• List series of queries that are run throughout the timekeeping process
• Describe how to create favorites list
• Describe Reported Time and Payable Time

Section 11: Additional Pay

Objectives:
• Define Additional Pay
• Review the Additional Pay page
• Review how the Payroll Office uses Additional Pay

Section 12: Gross Pay Register Reconciliation Process

Objectives:
• Review the importance of the GPR reconciliation process
• Describe checks and balances that must be in place
• List the various ways to access the GPR
• Review the basic steps to reviewing the GPR and points to remember

Section 13: Biweekly Audit Report

Objectives:
• Describe the purpose of the Bi-Weekly Audit
• Review report fields and what they mean to you
• List basic steps to review report
• Describe most common issues on report
Section 14: Compliance

Objectives:
- Describe the importance of compliance expectations in regards to timekeeping and pay
- List resources for compliance

Section 15: Timekeeper Network

Objectives:
- Describe what the Timekeeper Network consists of
- Review the Timekeeper Network Web Page resources

Section 16: Timekeeping Forms

Objectives:
- Define frequently used forms and their use
- Define deadlines for requesting payments or deductions
  - Payroll Adjustment Correction form
  - Off-cycle request form
  - Repayment agreement form
  - Overpayment form

Section 17: Resources

Objectives:
- List essential resources
Section 1: Structure of Mpathways

Objectives:
- Define the structure of the Mpathways system in relationship to timekeeping and payroll
- Mpathways is made up of two major systems as follows:
  - Student Administration (SA)
  - Human Resource Management System (HRMS)

HRMS is where timekeeping and payroll processing occurs as well as where the appointment information and benefit information is maintained for all employees.

HRMS includes data related to human resources, payroll, and benefits administration for the Ann Arbor, Flint, and Dearborn campuses, and the University Health Systems. This data is organized into the following HRMS modules:

- HUMAN RESOURCES
- BENEFITS
- TIME AND LABOR
- PAYROLL

Why do you need to understand this?
When you understand the basic structure of the system and how everything is connected it is easier to problem solve when necessary and to determine who to contact for various issues you may research or resolve.

There are various administrative offices that support the different modules of the Mpathways system. We will point to the different resources we have as we discuss the different modules as it relates to timekeeping, leave data and pay.

The Information Technology Services Department (ITS) has a Service Center you can call or email if you have questions about how to use the Mpathways system. You can contact the ITS Service Center for things such as:
- How to enter an Additional Pay Workflow Transaction
- How to run a public query
- Having trouble logging into the system

ITS Service Center contact information:
- Phone: 4-HELP (764-4357)
- Email: 4help@umich.edu
- Online request form: http://its.umich.edu/help/

Human Resources: This module of the system contains all the appointment information for an employee including the salary funding source. The Campus and Health System sides of the University both have a Human Resource office that handles data entry of new hires and all other types of appointment changes to existing employees. Departments send in requests to make
changes such as, a hire or termination of an employee, to the Human Resource Office in various ways. Some transactions are electronic and others are on paper. You would be working with an HR Representative in Human Resources if you have questions on how to process a change or need approvals for certain transaction requests related to pay.

Health System Human Resources contact information:
- Phone: 647-5538
- Web page: http://www.med.umich.edu/umhshr/

Benefits: This module contains elected insurance and other benefits. This information is pulled in when the final paycheck is created so that the appropriate deductions and additions are made based on each employee’s benefit status.

Time and Labor: This module is where all Reported time ends up as time is captured/reported in many ways, i.e., interface files, punch time, self-service, etc. Reported Time indicates what an employee worked and how they should be paid. Each employee is set up under the appropriate Workgroup which drives what codes an employee can use for Reported Time. The Workgroup (i.e. AFSCME), is based on the employees Job Family and how they are paid. Also, in this module there is the Leave Data information and all of the set up that determines how an employee accrues Leave Time. We will explain in more detail the structure of Time and Labor later in the handbook.

Payroll: This module takes care of creating paychecks and all the processes that are entailed with that function such as deductions and taxes.

Human Resource Management System visual:
- Human Resources (Appointment Information)
- Benefits (Retirement, medical, vision, etc.)
- Time and Labor (Time Reported and processed)
- Payroll (Check creation, taxes, deductions)
Additional Notes:
- Nursing departments use a system today called OneStaff where the initial scheduling and time reporting occurs
  - Before payroll runs in Mpathways the OneStaff loads reported time over to Time and Labor in Mpathways
    - Updates after the load must be in both systems
  - Time Administration (processes reported time into payable time after applying rules and edits) runs on the loaded reported time before payroll runs in Mpathways

Test your knowledge questions:

1. If having system issues while attempting an appointment change transaction, who would you contact?

2. If you have questions regarding policies or practice in regards to appointment changes who would you contact?

3. In which module does all reported time end up?
Section 2:

Identifying the Employee

Objectives:

- Define employee appointment information (Located on the Job Data Page in Mpathways)
  - Employee ID
  - Employee Record Number
  - FTE or Standard Hours
  - Pay Frequency
  - Compensation
  - Department information
  - Job Codes and Job Titles
  - Exempt and Non-Exempt employees

- Describe how to determine which payroll office to contact for a specific employee
- List Additional Notes regarding appointments

Why do you need to know this?

All of these attributes need to be known and understood in order to determine how time needs to be reported to create accurate pay for the employee. Also, this information should be reviewed for accuracy whenever appointment changes are submitted. Most relevant to pay are the Standard Hours or Full Time Equivalent (FTE) represented in a percentage such as a 50% appointment (or 0.5 FTE), the Pay Frequency, and Compensation rate and Employee Type.

Employee ID: An 8-digit number that is assigned to uniquely identify each person who has a relationship with the University such as a Student, Employee, or Person of Interest.

Employee Record Number: The two or three digit number used in combination with the Employee ID number to uniquely identify a job or appointment for an employee. Employees will have multiple Record Numbers associated with their Employee ID if they have multiple jobs or appointments, (i.e. 01234567-00 and 01234567-01), a Student relationship with the University or on Workers Compensation.

FTE or Standard Hours: The number of hours an employee is budgeted for in a Sunday through Saturday week, based on a 40-hour full-time work week. As such, an employee whose standard hours are 40 per week will be a 1.0 FTE, an employee whose standard hours are 20 per week will be a 0.5 FTE, etc. An employee’s FTE/Standard Hours can be found on the Job Data webpage under the Job Information tab.

Pay Frequency: Refers to how often an employee is paid. University employees are paid either bi-weekly (every other week), or monthly (once per month). An employee’s pay frequency can be found on the Job Data webpage under the Payroll tab.

Compensation: Refers to an employee’s rate of pay. Bi-weekly paid employees are paid an hourly wage. Monthly paid employees receive a monthly salary, calculated by dividing Annual Salary by 12 months.
UMHHC Timekeeping Basics Handbook

Department information: Appointing Departments are identified by both a department name and a 6-digit Department ID (deptid) number. Both department ID and name for an employee can be found on the Job Data page under the Work Location tab.

Job Codes/Titles: Jobs are identified by both a Job Title and a 6-digit number known as a Job code. Both Job Title and Job Code for an employee can be found on the Job Data page under the Job Information tab.

Exempt and Non-Exempt employees: The Fair Labor Standards Act (FLSA) sets the qualifications for non-exempt and exempt status based on job duties. It refers to how overtime is handled for an employee.

- Exempt: Exempt employees are paid on a salaried basis and are not required to receive overtime pay. At the University, monthly paid employees are exempt
- Non-Exempt: Non-exempt employees must receive an overtime rate of at least time and one-half their regular rate of pay for all hours worked over 40 in a workweek. At the University, most bi-weekly paid employees are non-exempt (Some nurses or exempt but paid bi-weekly due to their contract)

Which payroll office handles the person?
The University has three main payroll offices: Plant Payroll, Hospitals and Health Centers Payroll, and Central (Campus) Payroll. An employee’s job location (listed on the first tab in the Job Data Page in Mpathways) determines the payroll office that handles pay or leave time issues. Employees with both a Campus and a Hospital appointment will be handled by the Hospitals and Health Centers Payroll Office.

The Central (Campus) Payroll Office serves as the main payroll office to the entire University. It is important to note that there are some questions which may arise that are always handled by the Central Payroll Office no matter an employee’s job location.

Questions related to the following are handled through the Employee Service Center (615-2000) at the Wolverine Tower in regards to payroll:

- direct deposit set up
- wage garnishments
- taxes and W-2s
- verification of employment

Notes on Appointments:
1. Some employees have multiple jobs that warrant multiple Employee ID/Employee Record number combinations.
   a. Be very mindful of this as you report time to ensure you are using the correct Employee ID/Employee Record number combination in order to pay the employee correctly and on time.
2. Some employees have one Employee ID/Employee Record number but the funding for the position is split between two or more account codes. This is entered into the Department Budget Earnings (DBE) Table for each appointment.
UMHHC Timekeeping Basics Handbook

a. When time is reported and paid the system automatically splits the funding as indicated in the DBE.

3. Your Department HR Representative can help you with questions or concerns regarding Employee Appointment information.

Test your knowledge questions:

1. What Federal Act sets the criteria for whether or not a job is classified as Exempt from overtime pay or not?
   a. EEOC
   b. Work Connections
   c. FLSA
   d. All of the above

2. Where in Mapathways do you find most of an employee’s appointment information as it relates to payroll?
   a. Leave Data
   b. Review Paycheck Page
   c. Job Data Page
   d. Maintain Time Reporter Data Page
Section 3:

Time and Labor

Objectives:
• Review Maintain Time Reporter Data
• Describe how an employee is activated in Time and Labor
• Define the different Workgroups
• Review Employee Leave Programs and Plans
• Identify the appropriate Programs and Plans based on the Employee type

How will this information help me accurately report time?

This information will give you the structural background on how an employee is set up in the Time and Labor module based on the type of appointment they have. The set up here determines the accrual rates and Time Reporting Codes available for reporting time.

Maintain Time Reporter Data

M-Pathways automatically creates/updates the Maintain Time Reporter Data page when specific Human Resources (HR) Job Data transactions are saved in M-Pathways. Example (New Hire)

Payroll central offices review activity reports of the HR transactions entered into M-Pathways each day. This is done to ensure the Maintain Time Reporter Data page correctly reflects each HR transaction. When errors are discovered, Payroll central offices manually update this page.
UMHHC Timekeeping Basics Handbook

- The **Workgroup** is set by the employee’s job family. In this particular example the Workgroup is NONEXHOSP. This is a Non-Exempt and Non-Bargained employee.

- The **Taskgroup** is Hospital indicating this employee is assigned to a Hospital Department.

- Included on the page is the **Effective Date** of the current set up and the **Time Reporter Status**, which in this case is active. This means the employee is active in the Time and Labor module for time reporting purposes.

- The **Time Reporter Type** indicates how the person’s time is entered into Time and Labor. Elapsed indicates time is directly entered into the Elapsed Timesheet page.

- The **TCD Group** indicates which time clock a person will punch into if their time is collected via Punch Time. The Time Reporter Type is Punch. An employee who is assigned to use the Punch Time method to submit time swipes their badge on a clock, which translates into the Punch Time Timesheet as regular hours based on the in and out punches.

**Workgroups**

Workgroups are groupings of employees that have the same compensation rules. The set of rules for each Workgroup are based on the Department of Labor Wage and Hour regulations, bargaining agreements, Standard Practice Guide, UMHS Policies, and pay practices. Each Workgroup has a set of Time Reporting Codes that are used for reporting their time in compliance with all of the appropriate pay rules.

AFSCM1-Employees covered under the AFSCME bargaining agreement (non-exempt, biweekly paid)

IUOEENG1-Employees covered under the IUOE bargaining agreement (non-exempt, biweekly paid)

MAPSECGRD-Employees covered under the POAM bargaining agreement (non-exempt, biweekly paid)

MNURSEMO-Nurses covered under the UMPNC/MNA bargaining agreement (exempt, monthly paid)

NONEXHOSP-Non-bargained for regular Hospital employees (non-exempt, biweekly paid)

NURSEBW-Nurses covered under the UMPNC/MNA bargaining agreement (non-exempt, biweekly paid)

PAEXHOSP-Non-bargained for regular Hospital employees (exempt, monthly paid)

TEMPORARY1-Temporary employees
Self Service Workgroups

Employees that have time collected through the Self Service method will be assigned to any of the above Workgroups but they will start with an S (i.e. SAFSCME1). Those that use the Self-Service method enter their own time into the Elapsed Timesheet Page followed by an approval from their Supervisor or other designated person.

Punch Time Workgroups

For those that have time collected through the Punch Time method where they swipe badges through a time clock will have Workgroups that start with a P (i.e. PAFSCME1).

Leave Programs and Leave Plans

What is Leave Time (a.k.a. Leave Data)?

Leave Time is the hours an employee is paid, from a bank of time, when not working. For example PTO, Extended Sick, One Time Bank, Vacation, Sick.

The Employee Leave Program is set up based on the employees Workgroup. In the example below we have a Hospital non-exempt/non-bargained for employee, i.e., a secretary or a surgery technician. The Leave Program that is assigned when hired for this type of employee is HNE (Hospital Non-Exempt).

The Leave Program will drive which Leave Plans will be available to the employee.

Leave Plans are the PTO, Extended Sick 100%, Extended Sick 50%, etc. Leave Time banks. These will be discussed in more detail in the next section.

Together the Leave Program and Leave Plans along with the Eligibility dates will drive the accrual rates and leave bank renewals for each employee.
When you click on the search option for Leave Programs you will see the entire listing of Leave Programs.
Employee Leave Plans page

When you click on the search option for Leave Plans you will see the entire listing of Leave Plans available.
These are the Plans available for this particular employee.
Note: The Timesheet Page is also part of the Time and Labor Module. This information will be discussed in the Reporting Time Section of this Handbook.

Charts and References related to this section:

- Accrual Reduction Chart
- Leave Balance Adjustment for Effort Changes
- Leave Plan Program Description
- PTO Accrual & Maximum Balance - Nurses
- PTO Accrual & Maximum Balance - Non-Nurses

Test your knowledge questions:

1. How do you determine which Leave Plans an employee is eligible for?
   a. The supervisor tells you
   b. Whatever plan you have
   c. Ask Payroll
   d. By knowing the Workgroup of the employee and/or type of employee and using your resource charts to determine eligibility

2. What is a Workgroup?
   a. People that clean up the parking lot
   b. Group of employees with similar compensation rules
   c. A group you can join at work
   d. All of the above
Section 4:

Leave Data

Objectives:
- Review Types Leave Time
- Define each Leave Plan and eligibility
- Determine when adjustments to balances are required
- Describe impacts on Leave Data of various appointment changes such as new hire, termination, transfers and leaves
- Define Leave time reporting rules for the various workgroups
- List steps to problem solve leave data discrepancies or address employee concerns about their leave data
- Describe how to keep track of Leave Balances during the time reporting process

Types of Leave Time
- Paid Time Off
- Vacation
- Sick
- Extended Sick
- One Time Bank

Paid Time Off (PTO) Program
Provides paid time off from work for eligible employees for personal illness, family care, vacation, personal business and work-related injuries. The intent of the PTO program is to provide eligible employees with flexibility in scheduling time away from work, provide an incentive to reduce unscheduled employee absences, and maintain the organization's competitive position in the marketplace while continuing to be the place employees prefer to work. It remains the responsibility of each employee to manage their own time off while maintaining regular and reasonable attendance standards as specified in approved unit, department and clinic policies.

Eligible employees: all regular employees of UMHHC, and the Office of the EVPMA, who work 20% (8 hours or more) per week or more, this includes employees in their probationary period.

Link to PTO Policy
http://www.med.umich.edu/i/policies/umh/04-06-010.html

Vacation
To provide time off from work for rest and convenience, under the terms of this policy the University provides regular staff members and the following categories of faculty with paid vacation: research faculty, archivists, librarians, and curators (hereafter referred to as eligible faculty). The scheduling of vacation time must be approved by the employee’s supervisor.

Eligible Employees
Must work 8 or more hours per week [.20 Full Time Equivalent (FTE) or 20% appointment fraction]

Link to Vacation Standard Practice Guide
http://spg.umich.edu/pdf/201.64-0.pdf
Sick
The University provides paid sick time based on employment status, length of service and prior usage. Sick pay is available to assist regular staff members who are unable to work because of personal illness or injury, pregnancy, childbirth, or absence for preventive medical and dental care; or to provide care for an incapacitated, ill, or injured family member. Short-term sick time pay is also available for employees who are unable to work because they are caring for their newly born, newly adopted or newly fostered child. Staff members may use sick time pay for this purpose only during the year following the child’s birth or arrival in the home.

Eligible Employees
Must work 8 or more hours per week (.20 FTE)

Link to Sick Pay Standard Practice Guide
http://spg.umich.edu/pdf/201.11-0.pdf

Extended Sick
Extended Sick is a paid benefit for time off when an employee has a qualifying medical condition. Employees become eligible for the Extended Sick benefit upon completing 2 years of service with the University. The Extended Sick Bank is pro-rated to appointment. It is up to the department to make sure the medical condition qualifies for the Extended Sick benefit. This may entail communicating with Work Connections to make sure all medical documentation is up to date.

Employees under the PTO plan must “bridge” into their Extended Sick banks. This means they must be absent because of a single serious condition for 10 days (80 hours) before they are eligible to use Extended Sick hours. Those 10 days are pro-rated to appointment and start on the first day of the qualifying disability. For most Workgroups this bridge can be used intermittently for chronic conditions and pregnancy provided the employee has the proper medical documentation.

Non-Bargained/POAM/MNA Employees can use One Time Bank (OTB), Paid Time Off (PTO), or Excused Time Without Pay (ETW) to bridge to their Extended Sick Bank. Employees in the AFSCME bargaining unit must use OTB or PTO for their bridge.

Link to Sick Pay Standard Practice Guide
http://spg.umich.edu/pdf/201.11-0.pdf

One Time Bank (OTB)
Some employees will have OTB hours which were given to them when Hospital and Health Centers Departments converted from Sick & Vacation Plans to the Paid Time Off Plan.

Non-bargained for employees received a maximum of Ten Days (80 hours) prorated to FTE (appointment fraction) when they converted in July 1997.

Employees covered under the AFSCME bargaining agreement and Nurses covered under the UMPNC/MNA bargaining agreement were allowed to transfer all of their remaining sick hours to the One Time Bank when they converted to PTO in July 1997 and February 1998 respectively.
Employees may use the OTB hours for the ten day bridge into Extended Sick (if eligible), and to use once the Extended Sick bank is exhausted if hours still remain.

Upon retirement, employees covered under the AFSCME bargaining agreement receive a payout of the OTB up to 40 hours, if available.

The type of employee determines which Leave Program and Plans the employee is eligible for. Most hospital employees receive PTO and Extended Sick. The exception would be employees covered under the POAM, IUOE and Trades Contracts, who would be eligible for Vacation and Sick Time.

<table>
<thead>
<tr>
<th>Workgroup</th>
<th>PTO</th>
<th>Sick/Vac</th>
<th>Ext. Sick</th>
<th>OTB</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURSEBW</td>
<td>x</td>
<td>x</td>
<td></td>
<td>possibly</td>
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<tr>
<td>AFSCME</td>
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<tr>
<td>PAEXHOSP</td>
<td>x</td>
<td>x</td>
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</tr>
<tr>
<td>NONEXHOSP</td>
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<tr>
<td>POAM</td>
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<td>TRADES</td>
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<tr>
<td>IUOE</td>
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</tbody>
</table>

**Accruals**

**Paid Time Off (PTO)**

The monthly PTO accrual is effective and available to use on the first day of the month for which it is accrued or during the bi-weekly pay period which includes the first of the month for which it is accrued, except when a status change occurs during the accrual month. Even though the PTO is available to use the first of the month, the employee must work the entire month to earn the full accrual given. This is discussed in greater detail in the next section.

PTO accrual for partial calendar months is calculated on the basis of the effective date of status changes according to the following (i.e. Appointment Fraction or FTE changes, Hire Dates, Termination Dates, Beginning and end of LOA, etc).

Monthly accrual rates are based on the type of employee (i.e. MNA, Exempt, Non-Exempt) and years of service.

Link to PTO chart for Nurses
http://www.med.umich.edu/umhshr/doc/PTO_Accrual_Max_Bal_Nurses.pdf

Link to PTO chart for Non-Nurses
http://www.med.umich.edu/umhshr/doc/PTO_Accrual_Max_Bal_Non_Nurse.pdf

**Extended Sick and Supplemental Disability Initial Load and Renewals**

Eligibility begins after two (2) years of continuous service and then renews every five (5) years after that. Extended Sick or Supplemental Disability banks will be loaded as follows:
**Extended Sick Banks**

- Non-Bargained for Exempt and Non-Exempt: 1056 Full Pay/1056 Half Pay
- Employees covered by UMPNC/MNA agreement: 1056 Full Pay/1056 Half Pay

**Supplemental Disability Bank**

- Employees covered by AFSCME agreement: 480 Full Pay

Note: All Extended Sick banks are pro-rated to appointment. For example an RN with a .80 appointment fraction get 844.80 Extended Sick Full and 844.80 Extended Sick Half hours based on 1056 total hours’ times the appointment fraction of 80%.

**Accrual Reductions**

**Unpaid Time**

PTO is not earned while on an unpaid Leave of Absence or while using Extended Sick Pay. Employees will have either a full or half accrual reduction for each month in which the total number of unpaid hours and Extended Sick hours reported exceed set limitations. In the PTO policy it states that using more than 7 days of unpaid or Extended Sick hours will reduce the accrual to half and 15 or more days reduces the accrual to zero for the month.

Link to PTO Policy
http://www.med.umich.edu/i/policies/umh/04-06-010.html

Link to Chart that shows when Accruals are reduced and by how much by FTE
http://www.med.umich.edu/umhshr/doc/No_Pay_Accrual_Cut_Chart.pdf

The Hospitals and Health Centers (UMHHC) Payroll office runs a report at the end of each month to audit unpaid time. The result is a list of employees who have exceeded the allowable number of unpaid and Extended Sick hours in a month and need a reduction in their monthly PTO/Vacation accrual. If the hours are available in the PTO/Vacation bank the Pay Analyst will remove either a half or a full accrual based on the number of hours used. If there aren’t any hours available in the bank for the reduction the employee is then considered overpaid due to overuse of PTO or Vacation time. The department timekeeper will be notified of the overpayment and the schedule for which the overpaid amount will be deducted from future paychecks*.

*No more than 15% of an employee’s gross earnings can be deducted unless an authorized signature has been obtained from the employee. A Repayment Agreement Form can be used for this purpose.

Link to Repayment Agreement Form on the Timekeeper Network Webpage
http://www.med.umich.edu/umhshr/doc/Repayment_Agreement_Form_1208.pdf

State of Michigan Wage and Fringe Benefit Act FAQ’s courtesy of the UM Office of the Vice-President and General Counsel
http://www.ogc.umich.edu/faq_wage.htm
Additional Notes:

- Nurses covered under the UMPNC/MNA bargaining agreement can be mandated off work. In this case they can choose to use PTO or unpaid time for those hours. If no pay is chosen the hours do not count towards accrual reductions. The Time Reporting Code VET is used to indicate the mandated (low census) unpaid time hours.

- Employees covered under the TRADES bargaining agreement have unpaid time and Extended Sick usage counted separately towards reductions in Vacation accrual:
  - For unpaid time, there is a full accrual reduction if using 15 or more days, and half an accrual reduction if using more than 7 days of unpaid time.
  - For Extended Sick hours, the accrual is reduced to half if they use greater than 80 hours. There isn’t a full accrual reduction for just using Extended Sick hours.
  - However, if an employee were to use unpaid time and Extended Sick Hours so that each would warrant a half accrual reduction the result would be a full accrual reduction for that month.

Examples of when hours are added to the PTO/Vacation Leave Banks:

- When a Holiday falls on an employee’s normal day off they may choose to get PTO/Vacation added to their Leave Bank instead of the Holiday pay they are eligible for:
  - The HOP Time Reporting Code is used for this purpose.

- Employees covered under the AFSCME bargaining agreement can have PTO added to their bank if they work their scheduled Season Days:
  - The SEW Time Reporting Code is used for this purpose.

- Part-time employees who are consistently working over their appointment fraction for a period of time, as outlined in the document below (Incremental PTO process), are eligible to have hours added to their PTO/Vacation bank, not to exceed the full time accrual or the maximum allowable balance:
  - See the Incremental PTO Process document below.
  - The OAP Time Reporting Code is used to add additional eligible PTO accrual hours.

- Bargained for nurses with a .9 FTE who are working 12 hour shifts with 2 of those shifts occurring on the weekend are eligible to accrue at the full time rate each month:
  - See UMPNC/MNA contract for full details of the criteria that must be met.
  - The OAP Time Reporting Code is used to add additional eligible PTO accrual hours.

Link to incremental PTO process and requirements:
http://www.med.umich.edu/umhshr/doc/ADDS_TO_ACCRUALS_INSTRUCTIONS.pdf

Link to chart that helps determine how much incremental PTO should be added:
http://www.med.umich.edu/umhshr/doc/ADDS_TO_ACCRUALS_CHART.xls
Appointment Changes may Impact Accruals

EFFECTIVE DATE OF 1ST THROUGH 10TH OF THE MONTH: If the effective date of the start of employment, promotion to exempt status, completion of 5 or 10 years of service or return from leave is the 1st through the 10th of the month, PTO will accrue at 100%. If the effective date of the employee's end of employment or start of leave is the 1st through the 10th of the month there is no accrual.

EFFECTIVE DATE OF 11TH THROUGH 20TH OF THE MONTH: If the effective date of the start of employment, promotion to exempt status, completion of 5 or 10 years of service, end of employment, or start or return from leave is the 11th through the 20th of the month, PTO will accrue at 50%.

EFFECTIVE DATE OF 21ST THROUGH THE END OF THE MONTH: If the effective date of the start of employment, promotion to exempt status, completion of 5 or 10 years of service or return from leave is the 21st through the end of the month there is no accrual. If the effective date of the employee's end of employment or start of leave is the 21st to the end of the month there is 100% accrual.

Manual Adjustments due to a change in Standard Hours (FTE)

- If a change in standard hours were to occur and is effective from the 1st through the 10th of the month, the employee would receive the full accrual for that month at the new rate
  - For example: An employee currently has a 1.0 FTE and earns 13.334 hours a month. They reduce their hours to .80 FTE effective June 4th. Because June 4th falls between the first and 10th of the month, they would receive their June accrual at the .80 accrual rate, or 10.667 hours.

- Mid-month transfers effective from the 11th through the 20th; employee receives half of the old accrual and half of the new accrual
  - In this example, the same employee goes from a 1.0 to .80 FTE on June 14th. Because this date falls between the 11 and 20th of the month, their June accrual would be calculated by adding half the old and half the new accrual. 13.334/2=6.667 + 10.667/2=5.334 for a total of 12.001 hours for the month of June.

- End of month transfers effective from the 21st through the end of the month; employee receives the old accrual for the entire month and the new accrual in for the following month
  - If this employee went from a 1.0 to .80 FTE effective June 22, they would earn the June accrual at the 1.0 rate of 13.334 hours because June 22 falls between the 21 and the end of the month. They would receive their entire July accrual at the new .80 accrual rate of 10.667 hours.
Transfers from one Hospital Department to another and with no change in FTE

Transfers with no FTE or Workgroup change will have no effect on the Leave Data. For example a RN with a .90 FTE transferring as a RN to another Hospital Department with a .90 FTE will not require any changes to Leave Data.

Transfers where the employee has a change in appointment fraction or FTE and stays within the same Workgroup will be handled as outlined in the PTO policy (see link above) depending on the effective date of the change.

Transfers that change an employee’s Workgroup may affect their Leave Data. For example a Biweekly paid RN who is promoted to a Nurse Supervisor position (no longer a Nurse Job Title) will use a completely different Accrual Schedule and may require an adjustment to the PTO balance based on the effective date of the transfer.

Leaves of Absence (LOA)(this refers to an unpaid leave of absence)

Running out the PTO prior to LOA (reporting all the hours in the bank and then starting the LOA or Termination)

- Only certain types of Unpaid LOA’s require PTO to be run out prior to start of the LOA.
  - Check the LOA Chart that defines this for each type of employee and Leave of Absence they may take
- If it is determined the PTO should be run out, you will pro-rate the appointment hours and report them evenly Monday-Friday until the PTO is run out
- Once run out or report the PTO hours, you need to look at the last date that PTO is reported; if the date falls within the 1-10th of the Month, no accrual is earned for the current month
  - Leave unearned accrual hours in PTO bank; payroll will manually deduct later
- If the date the PTO runs out is from the 11th-20th of the month, they have earned only half of the current month’s accrual, and only half of the accrual should be reported
- If the day the PTO runs out is between the 21st-the end of the month, they have earned that entire Months accrual; report all hours earned

NOTE: The effective date of the LOA will be the first day of all no pay. In other words, the day after the last day you report any paid time.

Link to LOA Chart cheat sheet
http://www.med.umich.edu/umhshr/doc/LEAVE_OF_ABSENCE_CHART.pdf

How to determine the effective date for a Termination

- All Terminations require the effective date to be the day after the last day worked or last day of paid sick time or at the end of an unpaid Leave of Absence when the employee is not returning to work
- The final PTO balance may be reduced based on the effective date of the Termination
Time Reporting while using Extended Sick hours

- Employee does not have a set schedule while on Extended Sick
- Report the hours by pro-rating the appointment evenly Monday thru Friday
  - Except for Nurses covered under the UMPNC/MNA Bargaining Agreement where during a holiday week, the Holiday is reported per the normal shift length, then the rest of the appointment hours are pro-rated evenly across the rest of the week days

Example: Nurse 36 hours/week; not working and using Extended Sick; Holiday week; normally works 12 hour shifts

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<th>Mon(hol)</th>
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<tr>
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<td>12HOL</td>
<td>6ESF</td>
<td>6ESF</td>
<td>6ESF</td>
<td>6ESF</td>
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36 hours (-) 12 Holiday = 24 hours to pro-rate across rest of the weekdays M-F
24 (/) 4 = 6

Example: 32 hour non-bargained for employee using Extended Sick

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<tr>
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<td>6.4ESF</td>
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<td>6.4ESF</td>
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<td>6.4ESF</td>
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</table>

32 hours (/) 5 = 6.4

Additional information for certain Bargaining Units

- IUOE & TRADES-Employees covered by these agreements must have a .50 FTE to be eligible for Leave Time (Vacation and Sick)
- AFSCME-Employees covered by this agreement cannot bridge to Extended Sick using unpaid time and the 10 day bridge must be consecutive and contiguous

Timekeepers must be vigilant in making sure only those hours the employee is eligible for are reported and paid out. This includes PTO, Vacation, Sick, One Time Bank, and Extended Sick hours. Otherwise employees may be overpaid which causes hardship for the employee as well as lots of rework to resolve the issue for departments.

Problem Solving Leave Data issues

- Review the Job Data Page information so that you are aware of the employees Standard Hours, employee type, pay frequency etc. as this information will help you ensure the accuracy of the different Leave Banks the employee has
UMHHC Timekeeping Basics Handbook

- Review the Employee Leave Data Page; be sure to click Include History and View All in order to see all of the information

- The posting dates will indicate which payroll the usage processed in, the effective date of an accrual, or when a manual adjustment was made

- Reviewing the Review Paycheck Page can also help in your investigation of a leave data issue

- Use queries to review reported time and payable time for further research
  - Can determine when an entry was done, who entered it, and whether or not it was created by a rule during Time Administration processing

**Example Problem Solving issue**

After reviewing their paycheck an employee comes into your office to ask why 16 hours of PTO was reported on their check when they only took one day off the last pay period. Eight (8) hours PTO should have deducted from the paycheck.

**Step 1: Review Leave Data history:**
- Main Menu>Manager Self-Service>Time Management>Leave Data>Employee Leave Data
- Determine that 16 hours of PTO were deducted for the pay period in question

**Step 2: Review Paycheck (breaks down the pay period by week, including any Prior Period Adjustments you entered):**
- Main Menu>Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck
- While reviewing the check you see discover in addition to the current period having 8 PTO reported an additional 8 hours of PTO came through from a week dated from the prior pay period
  - A Prior Period Adjustment (PPA) was made and is processing on the current paycheck

**Optional Step: Review Payable Time Query to see what processed through and for which dates:**
- Main Menu>Reporting Tools>Query>Query Viewer
  - Run the MTL_PAYABLE_TIME_EMPL Query
    - Report of Payable Time that processed through to the paycheck

Remind the employee they submitted a revised Timesheet for the previous pay period, and both days deducted off the current check, and their PTO balance is correct.

**Keep track of Leave Balances during the time reporting process to ensure accurate pay**

- Run Query showing PTO Balances prior to reporting time by Static Group
  - Main Menu>Reporting Tools>Query>Query Viewer
- MTL_LVE_BAL_GROUP

- Take into account any Prior Period Adjustments entered or Off-cycles requested that have not yet processed through payroll

- If an employee is going on Extended Sick, LOA or has used No-Pay hours, use “Accrual Cut Chart” to determine if employee is eligible to use all hours available in their bank

Link to Accrual Reduction Chart
http://www.med.umich.edu/umhshr/doc/Accrual_Reduction_Chart.pdf

Test Your Knowledge
Accruals are reduced when all of the following except occur?
1. Extended Sick Usage
2. Termination on the 2\textsuperscript{nd} of a given month
3. Approved PTO hours
4. Excessive No-Pay hours reported

Which Workgroup does not receive PTO?
1. AFSCME
2. NURSEBW
3. Non-exempt, non-bargained for Hospital employees

The Extended Sick Bank is accrued after 2 years of service and renewed every:
1. 10 years
2. 8 years
3. 5 years
4. 3 years
Section 5:

Static Groups and Schedules

Objectives:
- Understand the purpose of static groups and the importance of keeping them organized the best way possible and updated
- Review the purpose of schedule templates and how to track and update schedule assignments

How will this information help me accurately report time?

Static groups and schedules are a part of the overall timekeeping process. Without static groups you cannot run the appropriate queries that ensure an accurate payroll for your department. Schedules, if applicable to your situation, will assist in entering time more quickly.

Static Groups

Static Group is a group of employees designated by a Static Group number (e.g. 03578) that is updated and maintained by the department timekeeper or other responsible person.

It is very important to keep your Static Groups well organized and current. You may have several Static Group numbers available to you in order to organize employees in a way that provides the most efficiency with the timekeeping process.

To review a simulation on how to add or delete employees from your Static Groups visit the MyLinc page:

- Go onto the Wolverine Access Gateway [http://wolverineaccess.umich.edu/](http://wolverineaccess.umich.edu/)
- Click on University Business
- Click on MyLinc
- Log in with your uniquename and Kerberos password
- Type TLC112 in the search box
- Scroll down to the TLC112: Time Reporting - Course Simulations
- Click on Start
- Click on the Guided Simulation called Add or Remove Employees in Static Groups

Schedule Templates

A Schedule Template indicates days off, days worked, shift length, and shift premium, if any for any number of weeks. The templates can be assigned to employees and used while entering time via Direct Entry.

Schedule Templates can greatly reduce the time it takes to enter time if you are using the Direct Entry method of reporting time. Direct Entry means you are collecting hardcopy timesheets and entering the information into the Timesheet page in Mpathways.

If you are a Direct Entry user and the employees you report time for have fairly set schedules. Using Schedule Templates may be of interest to you.
If you are a department that uses any other time collection method assigning Schedules is not recommended.

Note: Other methods for time collection include:
- **Self Service** (Employee enters own time into the Timesheet page in Mpathways through the Employee Self Service page and the Manager approves the time)
- **Punch Time** (Employees swipe their badge on a clock which translates into the Punch Timesheet Page in Mpathways as in and out punches. The Manager than updates the time if necessary and approves it)
- **Interface load** (Reported time is initially entered into another system outside of Mpathways which gets loaded to the Mpathways prior to the Data Entry Cut-off)
- **Web Clock** (Employees "punch in" via the internet on a virtual clock and then gets approved by the Manager)

To review a simulation on how to assign a Schedule to an employee, go to the MyLinc page:

- Go onto the Wolverine Access Gateway [http://wolverineaccess.umich.edu/](http://wolverineaccess.umich.edu/)
- Click on University Business
- Click on MyLinc
- Log in with your uniquename and Kerberos password
- Type TLC112 in the search box
- Scroll down to the [TLC112: Time Reporting - Course Simulations](http://wolverineaccess.umich.edu/)
- Click on Start
- Click on the Guided Simulation called View and Assign a Schedule to an Employee

**Query that identifies Schedule Template assignments for employees in Static Group:**

MTL_SCHEDHRS_BY_GROUP

**Exercise:**
1. Review Guided Simulation on Mylinc page, *View and Assign a Schedule to an Employee*
2. Run MTL_SCHEDHRS_BY_GROUP query for each of your Static Groups
3. Review for accuracy
4. Update schedule assignments for each employee, if needed
5. Run query again then print and keep for future reference

**Test your knowledge questions:**
1. The following are reasons for Maintaining a static group except:
   a. Ease of reporting time with Direct Entry
   b. Ease of pulling queries and reports
   c. Group employees in a manner that makes sense for my area (i.e. by supervisor, pay group, pay frequency, etc.)
   d. A method of shocking a group of people into submitting their time by the deadline
2. What time reporting method is being used when an employee swipes their badge on a clock?
   a. Punch Time
   b. Direct Entry
   c. Self Service
   d. Interface file
Exception Pay time reporting vs. Positive pay

This is a concept you MUST understand in order to report time and ultimately pay employees accurately. The Payroll Module creates pay differently for Exception Pay and Positive Pay employees during the paycheck creation process.

Positive Pay

- Positive Pay employees are
  - Biweekly Nurses
  - Temporaries

- Pay is calculated based on
  - Number of hours reported
  - Time Reporting Code reported
  - Rate associated with the Time Reporting code (e.g. hourly rate, shift rate, on-call rate, etc.)

There is a direct relationship with the reported time and what is paid. If no time is reported for a Positive Pay employee, no check will be generated.

<table>
<thead>
<tr>
<th>Paycheck Scenario for Positive Pay Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>40 Standard Hours per week</strong></td>
</tr>
<tr>
<td><strong>Paycheck results</strong></td>
</tr>
<tr>
<td>Week 1 of Biweekly pay period</td>
</tr>
<tr>
<td>Week 2 of Biweekly pay period</td>
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<tr>
<td>Week 1 reported time (8 PTS &amp; 32 REG)</td>
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<td>Week 2 reported time (8 OTP &amp; 40 REG)</td>
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<tr>
<td>Check total gross earnings</td>
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</tbody>
</table>

Exception Pay

- Exception pay employees are
  - All except Biweekly Nurses and Tempers

- Pay is calculated based on
  - Standard hours first; sets up paycheck
  - Any codes that add pay to the paycheck
  - Any codes that deduct from the paycheck
With Exception Pay there are:

- **Codes that "Reduce from REG" and become a part of the Standard Hours**
  - These codes have no effect on pay, plus or minus
    - PTS, PTU, HOL, FRL, EDU, REG, VAC, SCK, ESF,……

- **Codes that pay above appointment**
  - These codes will add $ to the paycheck
    - OTP, OTR, HOM, PHP, OLP, OTH, ESA, ESB, NSA, NSB, ONC, SPC,……

- **Codes that deduct pay and "Reduce from REG"**
  - These codes take $ away from the paycheck and become a part of the Standard Hours
    - ETW, UET, ESH, ESP

### Paycheck Scenario for Exception Pay Employee

<table>
<thead>
<tr>
<th>40 Standard Hours per week</th>
<th>Paycheck results</th>
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<tbody>
<tr>
<td>Week 1 of Biweekly pay period</td>
<td>40 REG</td>
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<tr>
<td>Week 2 of Biweekly pay period</td>
<td>40 REG</td>
</tr>
<tr>
<td>Week 1 reported time (8 PTS &amp; 32 REG)</td>
<td>-8 REG</td>
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<tr>
<td></td>
<td>+8 PTS</td>
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<tr>
<td>Week 2 reported time (8 OTP &amp; 40 REG)</td>
<td>8 OTP</td>
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</table>

**Check total gross earnings** $1,150.00

How are the **Standard hours** applied to calculate pay?

**PRO-RATED MON-FRI (active days only)**

**Standard hours 40**

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**Pro-rate Standard Hours across the 5 weekdays Monday-Friday**

Standard hours are 40
40÷5=8

http://www.med.umich.edu/umhshr/timekeepers/guide.html
UMHHC Timekeeping Basics Handbook

Note: This is not a reflection of what was reported. This is the systems way of calculating what to pay on the paycheck. Remember, for Exception Pay Employees, even if time isn’t reported they get paid their Standard Hours.

**Standard hours 32**

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Standard Hours are 32
32÷5=6.4

How does the system apply Standard Hours to the paycheck when there has been a change in effort?

**Example:** Employee is 40 hours per week. They have an appointment change that makes them 32 hours per week effective on a Wednesday.

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</table>

35.2 REG gets applied to the paycheck

How does the system apply Standard Hours to the paycheck when someone terminates their appointment or goes on an unpaid Leave of Absence?

**Example:** Employee is 40 hours per week and terminates their appointment effective on Thursday. Their last day worked was Wednesday.

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</table>

24 REG gets applied to the paycheck
Practice Exception Pay Pro-rating

<table>
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<th>Standard hours</th>
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<th>Standard hours</th>
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<th>Standard hours</th>
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<th>Standard hours</th>
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<table>
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<tr>
<th>Standard hours</th>
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<td>Sun</td>
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</tbody>
</table>
Section 7: Reporting time

Objective:

- Illustrate the Time and Labor Module

TIME AND LABOR

Time Reporting Process
Section 8: Holiday Time Reporting

Objectives:
- Describe the importance of scheduling for Holiday weeks
- Define Holiday pay rules for the different Workgroups
- Review resources for determining how to report time during holiday weeks

Scheduling for Holiday weeks

When creating schedules for employees, it is important to keep the following in mind:
- Are they being scheduled to work on the holiday?
- Will the employee have the holiday off?
- Will the holiday be part of the employee’s appointment hours or not?

Holiday pay rules by Workgroup

Regular non-bargained for employees as well as those who fall under the POAM, AFSCME, TRADES, and UMPNC/MNA bargaining agreements receive holiday pay for the following holidays:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day after Thanksgiving
7. Christmas Day

Calculating holiday pay for Regular non-bargained for employees

- Holiday included in appointment: Normal Schedule
- Nursing Services non-direct patient care staff (AA/unit host)
  - For those on alternate schedules (ex 4 – 10 hr shifts) the holiday will be included in appointment and based on FTE. Remaining appointment hours will be scheduled/worked throughout the week. PTO can be requested on a day other than the holiday (PTO cannot be scheduled on the holiday to make up the remaining hours).
- If working on the holiday, holiday pay will be based on hours scheduled.
- Holiday not included in appointment: Prorated based on 8 X FTE
- Hours worked on the holiday are reported as overtime (OTP)
- Holiday Pay is not included in overtime calculation
- Holiday Premium Pay for hours worked on the holiday are included in the calculation of overtime
40 hour per week employee; scheduled to work on the holiday

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<td>Worked:</td>
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<td>Report:</td>
<td>8 HOL 8 OTP</td>
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40 hour per week; holiday falls on their scheduled day off

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<td>Worked:</td>
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</tr>
<tr>
<td>Report:</td>
<td>8 REG</td>
<td>8 HOM/HOP</td>
<td>8 REG</td>
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<td>8 REG</td>
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</tbody>
</table>

Holiday pay for AFSCME bargaining unit

- Holiday pay is prorated based on appointment 8 x FTE regardless if it is:
  - Included in the appointment (normal schedule day on)
  - Above appointment (normal schedule day off)
- Remaining appointment can be scheduled that week or PTO can be used
- Hours worked on the holiday are reported as overtime (OTP)
- Hours reported as holiday (HOL) are included in overtime calculation

Full time AFSCME bargained for employee is scheduled to work on the holiday

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.5 FTE AFSCME bargained for employee is scheduled to work on the holiday

<table>
<thead>
<tr>
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<th>Tue</th>
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<td>6 REG</td>
<td>8 REG</td>
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<td></td>
</tr>
</tbody>
</table>

UMPNC/MNA bargaining agreement

- Holiday included in appointment: Normal Schedule
- Holiday pay is based on shift length or actual hours worked, whichever is greater
- Hours worked on the holiday are reported as overtime (OTP)
- Hours reported as holiday (HOL) are included in overtime calculation

40 hour per week nurse is scheduled to work on the holiday

<table>
<thead>
<tr>
<th></th>
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<th>Tue</th>
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<tr>
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<td>8 HOL 8 OTP</td>
<td>8 REG</td>
<td>12 REG</td>
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</table>

.9 FTE / 36 hour biweekly nurse, holiday falls on their scheduled day off

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</tr>
<tr>
<td>Report</td>
<td>12 REG</td>
<td>12 HOM</td>
<td>12 REG</td>
<td>12 REG</td>
<td>12 REG</td>
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</tr>
</tbody>
</table>
Review resources for determining how to report time during holiday weeks

MNA
- MNA Contract: Article 32
- JIT (Joint Implementation Team) Website: http://www.med.umich.edu/nursing/jit/forms.htm
  - Contract Payroll Scenarios, Non-Thanksgiving:
  - Contract Payroll Scenarios, Thanksgiving:

Non-bargained for
- SPG: 201.26

AFSCME
- AFSCME Contract: Article 22
Section 9: Overtime Pay

Objectives:
- Describe the importance of paying overtime in accordance with policies, contracts and FLSA
- Review the Overtime Chart
- Review Overtime Liability Report that is done by the Payroll office
- Review reporting rules for Overtime Regular (Over Appointment) Hours (OTR) vs. Overtime Premium Hours (OTP)
- 8 and 80 Overtime Rule exception for 24/7 patient care areas

Overtime Pay in accordance with policies, contracts and FLSA

The Fair Labor Standards Act of 1938 (FLSA) is a federal statute of the United States. The FLSA established a national minimum wage, guaranteed 'time-and-a-half' for overtime in non-exempt jobs, and prohibited child labor.

Per the Compensation Standard Practice, it is the responsibility of everyone involved with the reporting and paying of payroll to abide by the federal mandates.

More information about the FLSA can be found at the FLSA website: [http://www.dol.gov/whd/flsa/](http://www.dol.gov/whd/flsa/)

Overtime Chart

Description of the Chart columns:
- Type of Employee or Workgroup
  - Rules for reporting overtime vary by workgroup, or type of employee.
- Overtime Rules
  - The basic principles behind the rules for a particular workgroup
- Hours/TRCs included in calculation of overtime pay
  - A detailed listing of all time reporting codes that count in the overtime calculation for a particular workgroup
- Details
  - Comments, notes, and things to keep in mind when calculating overtime for a particular workgroup

Overtime Liability Report

<table>
<thead>
<tr>
<th>EMPLID</th>
<th>EMPL RCD</th>
<th>Reg/Trn g</th>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>WORKGROUP</th>
<th>WEEK OF</th>
<th>TOTAL</th>
<th>OT</th>
</tr>
</thead>
<tbody>
<tr>
<td>315156</td>
<td>1</td>
<td>R</td>
<td>UMH-Psych Clinic-Outpatient</td>
<td>NONEXHOSP</td>
<td>5/15/2012</td>
<td>39.7</td>
<td>0.5</td>
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</tbody>
</table>

The Overtime Liability Report is ran after every biweekly payroll as an audit for compliance with overtime regulations, policies, and bargaining agreements.

The report shows time paid at the regular rate in the “TOTAL” column, and time paid as overtime (OTP) in the “OT” column.

What Pay Analysts look for on the Overtime Liability Report
- More than 40 hours in the Total column
- Less than 40 hours in the Total column and hours reported as overtime
  - AFSCME bargained for employees may appear on this report even though their time is reported correctly. This is because any hours worked over 8 in a day are reported as overtime, even if the employee does not have 40 qualifying regular pay hours in a week
Correcting pay

- Once it has been determined an employee has been incorrectly paid and/or is out of compliance with overtime pay the department timekeeper is notified.
- It is the timekeeper’s responsibility to review the information and make corrections to the time reported before the next Payroll runs.
- It is also the timekeepers responsibility to ensure they understand when and how overtime is paid in compliance with Federal and State regulations as well as UM policies, practices and contracts.

Understanding reporting over appointment hours (OTR) vs. Overtime Premium hours (OTP)

**OTP**
- Used to report more over 40 worked hours in a week.

Example:
*Employee is schedule 40 hours and is called in for an extra shift on Saturday*

<table>
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<tr>
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<th>Sun</th>
<th>Mon</th>
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<td>8 REG</td>
<td>8 REG</td>
<td>8 REG</td>
<td>8 OTP</td>
<td></td>
</tr>
</tbody>
</table>

**OTR**
- For part-time staff, used to report worked hours that exceed the Standard Hours per week, up to 40.

Example:
*Employee is 32 hours a week and works an extra day*

<table>
<thead>
<tr>
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<td>8 REG</td>
<td>8 REG</td>
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<td></td>
</tr>
</tbody>
</table>
UMHHC Timekeeping Basics Handbook

- Used to report work time over appointment when an employee has used leave time in the same week

   Example:
   *Employee takes a PTO day on Thursday and then picks up a shift on Saturday*

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
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<tr>
<th>Report:</th>
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</thead>
<tbody>
<tr>
<td>8 REG</td>
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</table>

- Used to report more over 40 worked hours in a week

   Example:
   *Employee takes a PTO day on Thursday and then picks up a shift on Saturday*

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
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<th>Wed</th>
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<tr>
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<table>
<thead>
<tr>
<th>Report:</th>
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</tbody>
</table>

8 and 80 Overtime Rule exception for 24/7 patient care areas

For staff in a hospital setting on an alternate work schedule of 14 consecutive days instead of a calendar week of 7 consecutive days, compensation for all hours worked in excess of 8 in a day or 80 hours in a 14-day period (whichever is greater) is paid at one-and-one half times the staff member’s regular rate of pay. Eligible employees are those employees who work in an inpatient hospital setting that operates 24/7 and whose job requires them to work a special schedule due to the 24/7 nature of the operation (e.g. security or patient care personnel.) This would not include employees working in outpatient/ambulatory care facilities/clinics.

This exception must be pursuant to an agreement with the staff member that is entered into before the start of the alternate schedule, requires approval by UMHS Human Resources, and requires a 30-day notice to change once entered into.

This agreement must be kept in the employee’s department file.
Section 10: Checking your payroll before and after payroll runs using Queries

Objectives:
- Describe queries
- Determine when queries are ran
- List queries to run in during the timekeeping process

A query is a method of directly retrieving data from MPathways. Queried data can be viewed and/or printed from MPathways, or it can be downloaded into an Excel spreadsheet to be sorted. Queries are the most efficient method of reviewing Time and Labor data for multiple employees at once using Static Groups.

MPathways offers several queries to assist timekeepers with various tasks. Below are the recommended queries to run in association with timekeeping.

<table>
<thead>
<tr>
<th>Prior to Payroll Processing</th>
<th>After Time is Reported, Before Payroll Cutoff</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTL_LVE_BAL_STATIC_GRP</td>
<td>For a static group: Review leave activity for one plan type (e.g., extended sick time only).</td>
</tr>
<tr>
<td>MTL_SCHEDHRS_BY_STATIC_GROUP</td>
<td>For a static group: Review current schedule assignments</td>
</tr>
<tr>
<td>MTL_NOT_ON_RPTD_TIME_GROUP</td>
<td>For a static group: Determine if time was not reported for any members of a static group.</td>
</tr>
<tr>
<td>MTL_RPTD_TIME_VS_STDHRS_BW</td>
<td>For a static group: Compare the sum of hours reported to the standard hours on job. Note: The sum of reported hours does not include any hours that are over-appointment (e.g. overtime, additional vacation or PTO).</td>
</tr>
<tr>
<td>MTL_PAYABLE_TIME_QTY_GROUP</td>
<td>For a static group: Review the sum of hours/amounts for each TRC in Payable Time.</td>
</tr>
<tr>
<td>MTL_EXCEPTION_GROUP</td>
<td>For a static group: Determine if Exception Time was created instead of Payable Time.</td>
</tr>
</tbody>
</table>
### Day After Payroll Processes

<table>
<thead>
<tr>
<th>Query</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTL_GROSS_PAY_BY_GROUP</td>
<td>For a static group: Review GPR data for each employee.</td>
</tr>
</tbody>
</table>

Additional queries which may be helpful to timekeepers are as follows.

<table>
<thead>
<tr>
<th>Query</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTL_ZMAIS_AUDIT_RPTD_TIME</td>
<td>A history of reported time for an employee.</td>
</tr>
<tr>
<td>MTL_LEAVE_BAL_BY_PLAN</td>
<td>Leave balance by plan type</td>
</tr>
</tbody>
</table>
Section 11: Additional Pay

Objectives

- Describe Additional Pay
- Understand the different transactions you may create
- Understanding common Earnings Codes used in Additional Pay entries

Additional Pay is a page on MPathways which can be loaded with payments to be added to an employee’s regular paycheck.

Additional pay is used for payments such as bonuses, supplements, tuition support, etc., and should not be used to pay hours which should be reported using the Time and Labor system.

Here is a listing of the most commonly used earn codes paid through Additional Pay. (Please note this is not intended to be a complete list of Additional Pay earn codes)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD</td>
<td>Added Duties Differential</td>
</tr>
<tr>
<td>ADM</td>
<td>Administrative Differential</td>
</tr>
<tr>
<td>ASD</td>
<td>Add'l Serv Recognition/dollars</td>
</tr>
<tr>
<td>ASH</td>
<td>Add'l Serv Recognition/hours</td>
</tr>
<tr>
<td>BAL</td>
<td>Benefit Allowance</td>
</tr>
<tr>
<td>DFC</td>
<td>Dearborn Faculty Senate Chair</td>
</tr>
<tr>
<td>ENG</td>
<td>Engr Off/Tech Diff</td>
</tr>
<tr>
<td>FAH</td>
<td>Faculty Honor</td>
</tr>
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<td>Fellowship</td>
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<tr>
<td>FEN</td>
<td>Fellowship NRA</td>
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<tr>
<td>HAD</td>
<td>Housing Advisor/Counselor Camp</td>
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<tr>
<td>HAL</td>
<td>Housing Allowance</td>
</tr>
<tr>
<td>HAS</td>
<td>Housing Assistance</td>
</tr>
<tr>
<td>HOE</td>
<td>House Officer Extra Duties</td>
</tr>
<tr>
<td>HOH</td>
<td>House Officer Holiday</td>
</tr>
<tr>
<td>INB</td>
<td>Incentive, Dept Goals Yr</td>
</tr>
<tr>
<td>INC</td>
<td>Incentive Pay I</td>
</tr>
<tr>
<td>INQ</td>
<td>Incentive, Dept Goals QTR</td>
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<tr>
<td>INT</td>
<td>Incentive Pay II</td>
</tr>
<tr>
<td>LAB</td>
<td>LPN Annual Shift Bonus</td>
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<tr>
<td>LEC</td>
<td>LEO-Collegiate Lecturer Award</td>
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<tr>
<td>LEO</td>
<td>LEO-Contractual Payment</td>
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<td>LEP</td>
<td>LEO-Late Layoff Payment</td>
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<tr>
<td>LER</td>
<td>LEO-Adjunct Review Payment</td>
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<td>LGV</td>
<td>Longevity</td>
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<td>LSA</td>
<td>LPN Qtr Eve Shift Bonus</td>
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<td>LSB</td>
<td>LPN Qtr Night Shift Bonus</td>
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Note: For details about how to make Additional Pay entries, refer to the Workflow Process documentation on the MyLinc page.

Link to Additional Pay Workflow process information
https://maislinc.umich.edu/mais/html/HR_UAW_SubmittalFormwrapper.html
Section 12: Gross Pay Register Reconciliation Process

Objectives:
- Describe the purpose of the Gross Pay Register
- Review the Importance of the Gross Pay Register reconciliation process
- Describe checks and balances that must be in place
- List the various ways to access the Gross Pay Register
- Outline the basic steps to review the Gross Pay Register and points to remember

Purpose of the Gross Pay Register (GPR)

The purpose of the GPR is to verify your employees were paid correctly and on the appropriate account codes. The report is also used to document the authorization of each payroll and kept on file in case of an audit or investigation into how people were paid.

Importance of the GPR Reconciliation Process

The total gross of salaries paid out each year equates to over ½ the operating costs at the UM Health System. A continuance of incorrectly paying employees results in BIG impacts on the Health Systems bottom line and the future of our institution. Having accurate pay has all sorts of connections to the success of UMHS; Employee Satisfaction and Retention, Quality of Patient Care, and the yearly budget which allows us to expand and continue to provide Excellent Care to our patients. Verifying the accuracy of the Gross Pay Register each and every payroll is extremely important to us all.

Not only is verifying pay using the GPRs a must it is also required by the Payroll Controls Standard Practice Guide located at the link below:

Link to Payroll Controls SPG (A MUST READ)
http://spg.umich.edu/pdf/518.01.pdf

Checks and Balances

As the timekeeper, it is your responsibility to make sure you pay your employees as intended, and checking your GPR is essential. However, it is also important for you to have a Supervisor/Manager/Director look at the GPR and authorize by signature for all payroll runs. This includes the On-cycle and Off-cycle payrolls.

Various ways to access the GPR

You can run GPR report in two systems:

1. Data Mart (for access and training contact Hospital Finance)
2. M-Pathways
In **Data Mart**, you can pull the GPR information several different ways:
- Department ID
- Static Group
- EMPLID

In **M-Pathways** you can review the GPR by
- Department ID
- Static Group
- EMPLID

Note: You need to know the last day of the specific pay period in order to run the GPR. In addition, you can also look at specific Earning Codes, if needed.

**Basic Steps to Review GPR and Points to Remember**
- Run GPR
- Compare TRC and hours on GPR vs. source document, (Timecards, dailies, etc.).
- Note differences and do a PPA or Correction Form, if needed
- Have Departmental Manager review GPR and sign, (keep on file)

Please note: Any Prior Period Adjustments (PPA) made will gross up on the GPR and will not separate by date. For example: if you report 8 hours PTO this pay period, and did a PPA for 8 hours PTO for the previous pay period, you will see 16 hours PTO on the GPR. You should keep a system for monitoring PPA’s for accurate verification of your GPR.

The **Review Paycheck Page in Mpathways** is also an essential resource for reconciling and verifying the Gross Pay Registers. This view of the employees pay is broken down by weeks and therefore assists in figuring out where the pay or time reporting originated from in the process.

**Resources**

Payroll Controls Standard Practice Guide:
[http://spg.umich.edu/pdf/518.01.pdf](http://spg.umich.edu/pdf/518.01.pdf)

Wolverine Access Page:
[http://wolverineaccess.umich.edu/render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=3](http://wolverineaccess.umich.edu/render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=3)

Data Mart Login Page:
[https://ummcalytixf1.mcit.med.umich.edu/analytics/saw.dll?Portal](https://ummcalytixf1.mcit.med.umich.edu/analytics/saw.dll?Portal)
Test Your Knowledge

Who is required to review and sign off on the GPR?
1. Only the Timekeeper  
2. The manager  
3. The employee  
4. The timekeeper and manager

Reconciling the GPR:
1. Is a departmental decision  
2. Is the Timekeepers decision  
3. Is required by the SPG.  
4. Is not required

I

Why is it important to review the GPR?
1. To see if another dept. used your account  
2. To ensure your employees have been paid as intended  
3. To be in compliance with University requirements  
4. All of the above
UMHHC Timekeeping Basics Handbook

Section 13: Bi-weekly Audit Report

Objectives:
- Describe the purpose of the Bi-Weekly Audit
- Review report fields and what they mean
- List basic steps to review audit
- Describe most common issues on audit

The purpose of the Bi-Weekly Audit

The purpose of the BW Audit is to identify employees whose reported time (Timesheet Page) does not match what paid on their paycheck. This audit is sent out bi-weekly on the Wednesday following Tuesday Payroll Cut-Off.

It is the responsibility of the Timekeeper to review the report, in conjunction with a Supervisor, to find out if an employee is either overpaid or underpaid, and to take the appropriate steps to correct the paycheck.

Review Audit fields and what they mean

It is an excel spread sheet (example attached) that identifies the department, the employee, the paydate, what was reported, what paid and the variance amount.

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<th>Workgroup</th>
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Basic Steps to Review Report

- Look at timesheet. Was time reported? Was the FTE (Standard hours) met using the appropriate codes?
- Look at the paycheck and compare what paid vs. what was reported.
- If necessary, do a Prior Period Adjustment to correct.
- Or, if employee is overpaid, advise them of the overpayment. You will then have to do a PPA, or send a Correction Form and Repayment Agreement to the Payroll Office.
Common Issues

- Missing Time
- Reported Time does not add up to Standard Hours
- FTE change that was not reported Correctly
- A New Hire or Termination mid-pay period that the system pro-rated.

Test Your Knowledge

The Bi-weekly Audit is sent out:
1. Once a month
2. The day after the BW payroll cut-off
3. Quarterly
4. Everyday

The Bi-Weekly Audit:
1. Shows how much an employee was paid
2. Shows variance between time reported and time paid on check
3. Is not important
4. Shows you a variance the system fixes automatically

The Bi-Weekly Audit has all but the following fields:
1. Emplid
2. Dept ID
3. Pay date
4. Additional Pay transactions
Section 14: Compliance

Objectives:

- Define what we mean by compliance
- Describe the importance of ensuring compliance in terms of timekeeping and pay
- List resources that are relevant to timekeeping and pay compliance

What do we mean by Compliance?

When it comes to timekeeping and pay there are tons of rules we must follow in order to be in compliance. We’ve discussed several examples in this handbook already, such as Overtime pay and Holiday pay.

There are several entities that regulate compliance. Some of these are:

- Department of Labor, especially the Fair Labor Standard Act
- State of Michigan
- Contracts
- UM Standard Practice Guide
- UMHS Policies
- Internal Revenue Service

All those listed above have pretty clear rules and regulations regarding timekeeping and pay. In addition to these we have standardized practices have been established over time at the University that also drive how we report time or pay certain individuals.

Why is compliance so important?

As you get more familiar with all the rules, regulations, and practices you must follow as a timekeeper it will become clearer why your role is so IMPORTANT and valuable.

Auditing:

There is always a chance your unit or department could be audited by either the Department of Labor or the University of Michigan Audits Department. For this reason you want to make sure you are in compliance with pay, time reporting, record keeping, and authorizations of the payroll.

The UMHHC Payroll Office also does various audits for every payroll as you saw in our section regarding the Biweekly Audit report. It is our mission to support your efforts in reporting time and paying employees accurately and on time.

Ask Questions:

As a timekeeper it helps to work closely with Human Resources whenever you have questions about contracts, policies and practices to ensure compliance. If ever in doubt about how to pay someone or report their time, ALWAYS ask questions first.
Resources for staying in compliance:

Bargaining agreements online
http://www.med.umich.edu/umhshr/supervisor/bargaining-agreements.html

Department of Labor
http://www.dol.gov/index.htm

Department of Labor—Fair Labor Standard Act
http://www.dol.gov/whd/flsa/

UM Office of the Vice President and General Counsel, FAQ’s on State of Michigan Wage and Fringe Benefit Act
http://www.ogc.umich.edu/faq_wage.htm

UM Nursing; Joint Implementation Team (JIT); resources for Nursing contract interpretation
http://www.med.umich.edu/nursing/jit/

UM Financial Operations; Payroll Central Campus
http://www.finance.umich.edu/finops/payroll

UM Standard Practice Guide Online
http://spg.umich.edu/

UMHS Policy, Procedures and Guidelines
http://www.med.umich.edu/i/policies/umh/toc.html#GENERAL%20PERSON

Compensation for Additional Work Hours for Non-bargained for Exempt Staff at UMHS
http://www.med.umich.edu/umhshr/doc/7_1_2009_UMHS_Gdlines_Comp_Add_WorkHrs_ExemptStaff.pdf

UMHS Timekeepers Network; Look for the Time Reporting Code Manual
http://www.med.umich.edu/umhshr/timekeepers/index.html

Paid Time Off Policy
http://www.med.umich.edu/i/policies/umh/04-06-010.html

Testing your knowledge questions:

1. Is the Timekeeper position an important one? And why?
Section 15: Timekeeper Network Webpage

The Timekeepers Network is an essential resource for those who have any part in timekeeping and/or payroll for U-M Health System employees. The resources on this page are intended to guide and support you in your timekeeping and payroll responsibilities. It is a resource for forms, guidelines, reference material, and more.

The Timekeepers Network is comprised of seven sections or pages, linked in the white menu box on the left side of the main page.

**Timekeepers Network**
The main page of the site, offering quick links to the most commonly used resources available on the Timekeepers Network.

**Communications Central**
Contains a listing of UMHS Payroll communications, such as the monthly payroll calendars and newsletters, a listing of upcoming payroll classes and meetings, and information regarding when and how to contact the Central Payroll Office.

**Charts and References**
A repository of reference materials, to include PTO maximum balance, overtime pay chart, Time Reporting Code Manual, and more.

**M-Pathways**
Reference links for MPathways.

**Forms**
A source of forms for time reporting, to include the correction form, salary transfer form, and more.

**Reports**
Listing of reports that are run by UMHS Payroll Office and why they are run.

**Other Payroll Policies**
Contains links to information regarding FMLA, Leave of Absences, and Terminations.
Section 16: Timekeeping Forms:

Objectives:
- Knowledge of frequently used forms and their use
- Understanding deadlines for requesting payments or deductions
  - Payroll Adjustment Correction form
  - Repayment agreement form
  - Overpayment form

Payroll Correction Form
When an error occurs and an employee is due more money than what was originally reported on the Timesheet Page and/or paid on the check, you have 2 options to get them paid correctly.

- You can enter a Prior Period Adjustments on the Timesheet Page in M-Pathways, and the amount due will process onto their next regular paycheck.
- You can submit a Payroll Correction Form to get the employee paid on the next available off-cycle payroll. If an employee is willing to pick up a check at Wolverine Towers, than an off-cycle request can be honored most days, with the exception of payroll cut-off days, holidays and on occasion other days.

A rule of thumb is that if less than 8 hours of pay is due, than a PPA should be entered. There are costs associated with processing off-cycle checks, so it is important to be mindful of their usage.
Off-cycle checks are direct deposited every Monday, and are due to the Payroll Office no later than 11:00 am on the proceeding Thursday.

Please note: If you send over a Correction Form, do not make any changes in the Timesheet Page relating to that Correction.
Repayment Agreement

Many things can cause an employee to be overpaid including PTO overuse, Additional Pay errors, and TEMP to REG employees with time reported on the incorrect record number, to name a few.

In the event an employee is overpaid, we cannot legally deduct more than 15% of their Gross Pay per check without the employee’s consent. A Repayment Agreement must be used to authorize a deduction greater than 15% of Gross Pay.

An employee can also request to have smaller amounts deducted over several pay periods. If the department is agreeable, the Repayment Agreement can be used to spread amounts due back to the University over several pay periods, even if the amount due is less than 15% of their Gross Pay.

Repayment Agreements should be sent to the Payroll Office no later than the Thursday before the Payroll Cut-Off for the paycheck you want the deduction to come out of.
Link to Repayment Agreement Form
http://www.med.umich.edu/umhshr/doc/Repayment_Agreement_Form_1208.pdf

Notification Overpayment/ Overpayment Analysis Form

This form is often used by the Payroll Office to analyze an employee's pay. The first column contains what was paid on the original paycheck. The second column is what should have been paid based on information provided by the department.
### NOTIFICATION OF OVERPAYMENT

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<tbody>
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</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Paydate</th>
<th>Check/Advice #</th>
</tr>
</thead>
<tbody>
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**Comments**

<table>
<thead>
<tr>
<th>Gross Pay Data WAS PAID</th>
<th>SHOULD HAVE BEEN PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earn Code</td>
<td>Hours</td>
</tr>
<tr>
<td>------------</td>
<td>-------</td>
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<td></td>
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<td></td>
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<tr>
<td>------------</td>
<td>-------</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
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</table>

<table>
<thead>
<tr>
<th>Short Code(s)</th>
<th>Timekeeper</th>
<th>Overpayment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

### REPAYMENT DATA

Choose one of the following options for repayment.

- **Individual is an active employee (except Nurses & Temp staff) and wishes to use gross pay deduction process.**
  
  Take gross deduction for Paydates
  
  If more than one paydate, amount per paydate will be:
  
  Starting paydate: Ending paydate

- **Individual requests to repay by personal check.**
  
  Not pay that should be reimbursed by check

- **Individual is inactive (terminated, leave) and requires Accounts Receivable entry.**
  
  Employee Active: Initiated by: Phone #

<table>
<thead>
<tr>
<th>Date:</th>
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<table>
<thead>
<tr>
<th>Date finished:</th>
<th>Entered in Access(XX):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Test Your Knowledge

1. If any employee is due money, what are your options to get them paid correctly, choose
   a. Payroll Correction Form
   b. Enter Prior Period Adjustment in the Timesheet Page
   c. Send over a Repayment Agreement
   d. Write a check out of your own checkbook!

2. What Form should be sent to Payroll when a department allows an employee to deduct an
   overpayment out of several checks?
   a. A Payroll Correction Form
   b. Overpayment Form
   c. A Repayment Agreement
Section 17: Resources

Objectives:
- List essential resources

Resources Listing

Link to forms on Timekeeper Network Webpage
http://www.med.umich.edu/umhshr/timekeepers/forms.html

Link to Repayment Agreement Form
http://www.med.umich.edu/umhshr/doc/Repayment_Agreement_Form_1208.pdf

Bargaining agreements online
http://www.med.umich.edu/umhshr/supervisor/bargaining-agreements.html

Department of Labor
http://www.dol.gov/index.htm

Department of Labor—Fair Labor Standard Act
http://www.dol.gov/whd/flsa/

UM Office of the Vice President and General Counsel, FAQ’s on State of Michigan Wage and Fringe Benefit Act
http://www.ogc.umich.edu/faq_wage.htm

UM Nursing; Joint Implementation Team (JIT); resources for Nursing contract interpretation
http://www.med.umich.edu/nursing/jit/

UM Financial Operations; Payroll Central Campus
http://www.finance.umich.edu/finops/payroll

UM Standard Practice Guide Online
http://spg.umich.edu/

UMHS Policy, Procedures and Guidelines
http://www.med.umich.edu/i/policies/umh/toc.html#GENERAL%20PERSON

Compensation for Additional Work Hours for Non-bargained for Exempt Staff at UMHS
http://www.med.umich.edu/umhshr/doc/7_1_2009_UMHS_Gdlines_Comp/Add_WorkHrs_ExemptStaff.pdf

UMHS Timekeepers Network; Look for the Time Reporting Code Manual
http://www.med.umich.edu/umhshr/timekeepers/index.html

Paid Time Off Policy
http://www.med.umich.edu/i/policies/umh/04-06-010.html
Payroll Controls Standard Practice Guide:
http://spg.umich.edu/pdf/518.01.pdf

Wolverine Access Page:
http://wolverineaccess.umich.edu/render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=3

Data Mart Login Page:
https://ummcalytixf1.mcit.med.umich.edu/analytics/saw.dll?Portal

Link to Payroll Controls SPG (A MUST READ)
http://spg.umich.edu/pdf/518.01.pdf

Link to Additional Pay Workflow process information
https://maislinc.umich.edu/mais/html/HR_UAW_SubmittalFormwrapper.html

Link to Overtime Pay Chart

Link to incremental PTO process and requirements
http://www.med.umich.edu/umhshr/doc/ADDS_TO_ACCRUALS_INSTRUCTIONS.pdf

Link to chart that helps determine how much incremental PTO should be added
http://www.med.umich.edu/umhshr/doc/ADDS_TO_ACCRUALS_CHART.xls

More information about the FLSA can be found at the FLSA website:
http://www.dol.gov/whd/flsa/

Link to Repayment Agreement Form on the Timekeeper Network Webpage
http://www.med.umich.edu/umhshr/doc/Repayment_Agreement_Form_1208.pdf

State of Michigan Wage and Fringe Benefit Act FAQ’s courtesy of the UM Office of the Vice-President and General Counsel
http://www.ogc.umich.edu/faq_wage.htm

Link to PTO Policy
http://www.med.umich.edu/i/policies/umh/04-06-010.html

Link to Chart that shows when Accruals are reduced and by how much by FTE
http://www.med.umich.edu/umhshr/doc/No_Pay_Accrual_Cut_Chart.pdf
Contact information

Health System Human Resources
- Phone: 734-647-1854
- Fax: 734-763-9506
- Address:
  2901 Hubbard, Suite 1100, SPC 2435
  Ann Arbor, MI 48109

University of Michigan Campus
HR/Payroll Service Center: (Questions about taxes, deductions, benefits, pay distribution, W-2’s, etc.)
- Phone: (734) 615-2000 option 2
  Toll Free: (866) 647-7657 option 2
  From an Ann Arbor campus University number, please dial 5-2000 option 2
- Fax: (734) 647-3983
- Email: Payroll@umich.edu
- Address:
  The University of Michigan Payroll Office
  G395 Wolverine Tower - Low Rise
  3003 South State Street
  Ann Arbor, MI 48109-1279

Information Technology Services (ITS)
ITS Service Center
- Phone: 4-HELP (764-4357)
- Email: 4help@umich.edu
- Online request form: http://its.umich.edu/help/
Payroll System/Timekeeping Terms and Definitions

**Accruals** – Any hours that employees accumulate for use at another time in the form of earned vacation time, paid time off or sick leave.

**Action/Reason** – Used to specify why an employee’s appointment or employment information changed.

**Appointment** – An appointment refers to an effective dated combination of Job Code and Department for an employee. Data or information associated with an employee’s job or position.

**Appointment Begin Date** – Date in which the appointment became or will become effective.

**Appointment End Date** – Date appointment will expire or has expired.

**Benefit Record Number** – Identifies which Employment Record Number contains the appointment that controls benefit participation.

**Campus/Hospital** – Tells where the employee works (based on department) that is used to determine what leave program they should be in and which payroll office would handle questions regarding their leave time and pay.

**Department Budget Earnings** – Controls the distribution of compensation across account codes.

**Effective Date** – Date in which entries are active, including current, history and future dated information.

**Effort** – Percentage that represents how many hours out of 40 Standard Hours in a week an employee works or that gets applied to specific account codes. (100% effort = 40 hours a week or = how much of the employees standard hours are charged to a particular account code)

**EmplID** – An 8-digit number that is assigned to uniquely identify each person who has a relationship with the University such as a Student, Employee, or Person of Interest.

**Employment Record Number (Empl Rec #)** – The two or three digit number used in combination with the Employee ID number to uniquely identify a job or appointment for an employee. Employees will have multiple Record Numbers associated with their Employee ID if they are assigned to multiple jobs or appointments. (i.e. 01234567-00 and 01234567-01). Record Numbers can also be associated with a Student relationship with the University or if someone is on Workers Compensation they will have a separate Record Number for the status.

**Hours adjusted** – The number of hours adjusted for the pay period for a specific leave plan.

**Hours earned** – Number of hours that the employee has accrued or renewed for a specific plan.

**Hours taken** – The number of hours an employee used in the pay period for a specific leave plan.
**Hours Sold** – The number of hours the employee sold for the pay period.

**Job Code** – Identifies a unique job title

**Job Events** – Actions relevant to an employee’s employment, such as a hire, transfer or termination, that can affect benefit program or plan eligibility.

**Leave accrual** – Amount of leave time accrued based on the Leave Plan.

**Leave Plan** – Type of leave time available and is based on the designated Leave Program. (i.e. One Time Bank, PTO, Vacation, etc…)

**Leave Program** – Designates the Leave Plans an employee is eligible for and is based on the employee type, (i.e. Hospital Exempt or Campus Exempt).

**Max Leave Balance** – The most hours an employee can accrue for a leave plan based on % of effort.

**Minimum Hours** - The least amount of hours an employee must work on a regular basis to be eligible for a leave plan.

**National ID** – Social Security Number

**Off –Cycle** - Payments created outside of the normal On-Cycle Payroll processing schedule. An Off-Cycle payroll processes each week on Thursday evening.

**On Demand** - An Off-Cycle payment that is Directly Deposited into an employee’s bank account. These are processed each Thursday evening in the Off-Cycle payroll. These payments are normally deposited the following Monday unless a Bank Holiday causes this to be scheduled for the following Friday or Tuesday instead.

**Online** – A check created between regular On-Cycle and Off-Cycle payrolls. For this process, the employee can pick up the check at the Payroll Office or it can be mailed.

**Original Date of Hire** - The date of the first HR active reason. This is not the same as the Service date

**Pay Frequency** – Refers to how often an employee is paid. University employees are paid either bi-weekly (every other week), or monthly (once per month). An employee’s pay frequency can be found on the Job Data webpage under the Payroll tab.

**Pay Period** – Time segments for which employees in a pay group are paid. Defined by their beginning and ending dates.

**Percent Distribution** - Percent of compensation rate being paid by a particular account code, within a specific employment record number. A person’s Percent Distribution must equal 100% for each employment record number.
Percentage of Effort - This is the percentage of the employee’s standard hours on a particular Account Code.

Person Modifier - Field used to indicate a condition that exists for the person.

Plan Balance – Number of hours the employee has available within a specific leave plan.

Program Eligibility - Rules that dictate which leave program an employee is eligible for. For example, employees in benefit family 40 (P & A) who work on Campus are eligible for the Campus Exempt Leave Program.

Regular Time – An employee’s normal work hours

Sequence Number – In the leave panels, this number is used for additional usage, accruals, hours adjusted or hours sold for the pay period.

Service Date – Represents the date of hire for the current continuous employment relationship.

Short Code (Account Code) – 6-digit number associated with the account from which the employee is paid in relation to the department they work for.

Sick Eligibility Date – The date an employee becomes eligible for sick time.

Termination date – Day after last day worked, eligible sick usage or unpaid leave of absence status.

Time Reporting Code – Used to designate type of pay an employee earns or is eligible for.

Vac/PTO Eligibility Date – Date in which the employee became eligible for vacation or PTO time.

Work Group – A group of employees within the Time and Labor module who share identical compensation rules.