

School of Public Health

Staff Personnel & Payroll Procedures

Agenda

- ✦ *Introduction*
- ✦ *Glossary of Terms*
- ✦ *Title & Pay Plan*
- ✦ *Bargaining Unit Coding*
- ✦ *Appointment coding*
 - ✦ *Career, Casual Restricted, Contract, Limited*
- ✦ *Leave Eligibility*
- ✦ *Benefits Eligibility*
- ✦ *Procedures*
- ✦ *Additional Information*

Glossary of Terms

- ✦ **Add appointment** – *Addition of appointment for an employee who holds a part-time active appointment in another UCLA department (total appointments cannot exceed 100%)*
- ✦ **Break-in-Service** – *120 days now considered a Break-in-Service; 1-day break is no longer used*
- ✦ **Dual Appointment/Employment** – *When an employee is granted approval to temporarily work over 100% time, often in more than one department*
- ✦ **End Appointment** – *When an employee's appointment ends and a separation is not necessary because:*
 - ✦ *The employee has an active appointment in another department or*
 - ✦ *Employee is to begin work again within 3 months in your department; i.e. Work-Study students*

Glossary of Terms (cont.)

- ✦ **New Hire, Rehire** – Hiring an individual who is not currently employed at UCLA
- ✦ **Pay Status** – Includes any period of time of which an employee receives payment, i.e. time worked, sick/vacation leave, compensatory time, holiday pay, administrative leave with pay, and military leave with pay
- ✦ **Termination/Separation** – When an employee severs his/her appointment with UCLA and is NOT transferring
- ✦ **Transfer** – When an employee ends his/her appointment in one UCLA department to change to another

Title & Pay Plan

- ▲ ***MUST BE CONSULTED!***
- ▲ http://www.chr.ucla.edu/chr/tpp/tab_title_pay.html
- ▲ *Website has important title information including:*
- ▲ *Is title eligible for overtime?*
 - ▲ *If not, appointment is **EXEMPT** and must be **FIXED***
 - ▲ *If yes, appointment is **NON-EXEMPT** and may be **FIXED** or **VARIABLE***
- ▲ *Is the title represented by a Bargaining Unit?*
 - ▲ *If yes, all non-students are represented and salary must match represented scale*
 - ▲ *For students use non-represented scale*

Bargaining Units

- ▲ *Most common in SPH:*
 - ▲ *Clerical – CX (CUE)*
 - ▲ *_ Assistants, etc.*
 - ▲ *Research Professionals – RX (UPTE)*
 - ▲ *SRA's, etc.*
- ▲ *See Title & Pay Plan to identify Bargaining Unit*

Appointment Coding

- ✦ *Career (type 2) – Permanent position*
- ✦ *Casual Restricted (type 4) – Must be a registered UC student and enrolled in at least 3 units*
 - ✦ *Hours do not accumulate towards career status or benefits*

Appointment Coding (cont.)

- ▲ ***Contract Appointment (type 1) – Position established at a fixed or variable % of time for a specific period of time***
 - ▲ ***IMPORTANT: Employment Contracts & Contract Amendments should be submitted at least 30 days before the effective date***
 - ▲ ***No retroactive effective dates***
 - ▲ ***Used only for non-represented classifications governed by Personnel Policies for Staff Members (PPSM)***
 - ▲ ***Terms & conditions specified in written agreement***

Appointment Coding (cont.)

- ▲ ***Limited Appointment** (type 3) – Temporary position established at full or part-time for less than 1000 hours in a rolling 12-month period*
 - ▲ *Employees that accrue 1000 hours are eligible for FULL career benefits*
 - ▲ *Once 1000 hours are accrued, career position must be posted and recruitment begins*
 - ▲ *When assigning appointment duration, ensure that the employee cannot accrue 1000 hours; i.e.:*
 - ▲ *100% for 5 months or*
 - ▲ *47% for 12 months will not exceed 1000 hours*

Leave Eligibility

- ▲ Sick - Employees are eligible to accrue, on a prorated basis, if they work 50% or more
 - ▲ Leave cannot be taken before it is accrued
- ▲ Vacation – Employees are eligible to accrue, on a prorated basis, if they are appointed for 50% or more for 6 months or more
 - ▲ Career employees: Some titles have probationary periods during which they may not use their vacation until it has been completed
 - ▲ Exception: Students must first work 50% or more for 6 months before they are eligible

Leave Eligibility (cont.)

▲ Blood Donation

▲ *For non-exempt, 1 donation = 4 hours of paid leave*

▲ *For exempt employees, 2 donations = 1 full day of paid leave*

▲ Holiday Pay:

▲ *Full-time employees must be on pay status on last scheduled day before the holiday and first scheduled day after the holiday*

▲ *Part-time employees must be on pay status 50% time or more during the month to receive holiday pay in proportion to time on pay status*

Leave Eligibility (cont.)

- ▶ Jury Duty – *The following employees are eligible for administrative leave with pay, for actual time spent on jury duty:*
 - ▶ Exempt employees who are not students
 - ▶ Non-exempt Career employees
- ▶ Overtime/Comp Time
 - ▶ *See Title & Pay Plan*

Benefits

- ▲ *Eligibility is driven by appointment percentage:*
- ▲ *Employees are ineligible for benefits if average paid time drops below 17.5 hours a week*
- 1. *Full Benefits* –
 - ▲ *Employee is eligible when appointed to work 50% time or more for at least 1 year, or*
 - ▲ *After 1000 hours are exceeded in a 12-month period*

Benefits (cont.)

2. Mid-level Benefits –

- ✦ *Employee is eligible when appointed to work 100% time for at least 3 months*

3. Core Benefits –

- ✦ *Employee is eligible when appointed to work at least 43.75% time*

Procedures

- ▲ *Change in Appointment or Funding*
- ▲ *Layoffs*
- ▲ *New Hires*
- ▲ *Separations/Terminations*
- ▲ *Timesheets*

Change in Appointment or Funding

- ▲ *EAR's must be filled out completely:*
 - ▲ *Check student status: graduate or undergrad*
 - ▲ *Include number of units enrolled in for current quarter*
 - ▲ *Grad students should be hired as GSR's or must have approval from the Grad Division to work in staff titles*
 - ▲ *Grad students appointed to work over 50% time must have approval from the Grad Division*

Layoffs

- ▶ *When reduction in time or indefinite layoff of a career employee is necessary due to lack of funds or lack of work, including lack of work due to reorganization*
- ▶ *Layoff process to be coordinated with your department administrator*
- ▶ *Depending on the Bargaining Unit, UC policies require of advance notification, therefore you must give personnel 4 months notice*

New Hires

- ▶ ***Proper identification is required for employment***
 - ▶ *Acceptable documents are listed on the “Employment Eligibility Verification” Form (I-9)*
- ▶ ***All new hires/rehires must attend new hire orientation BEFORE they begin work***
 - ▶ *Orientation is on Tuesdays at 9am in the Korn Meeting Room, CHS 16-035*
 - ▶ ***NO RETROACTIVE HIRES PERMITTED***
- ▶ ***All new hire and rehires must fill out a New Hire Packet before coming to orientation***
 - ▶ *Each packet contains a checklist of the required forms for processing a new hire*

Separations/Terminations

- ▶ *All employees leaving SPH (transfers and terminations) must complete an Exit Packet*
- ▶ *Transfers and students may not have to fill out each document of the exit packet, but must complete the check-list*
- ▶ *Once completed, employees must check-out with the SPH Staff Personnel Office on their final day*
- ▶ ***IMPORTANT!***
 - ▶ *By law, terminating employees must collect a final check, including any accrued vacation hours on their final day or, within 72 hours of employee giving notice*
 - ▶ *Departments in violation will be liable to pay fines; including employee's salary for number of days he or she was without a final check*
 - ▶ ***NOTIFY PERSONNEL IMMEDIATELY WHEN EMPLOYEES GIVE NOTICE!***

Monthly Timesheets

- ▶ *Incomplete timesheets will not be processed and will be returned*
 - ▶ *For department write: Biostats, CHS, Epi, EHS, etc.; do not write “SPH” or “PH”*
- ▶ *Non-exempt employees:*
 - ▶ *Enter hours worked for each day*
 - ▶ *Hours must be split appropriately for multiple funding*
 - ▶ *Total % = hours worked/ total monthly working hours*
- ▶ *Exempt employees:*
 - ▶ *Paid their fixed %*

Monthly Timesheets (cont.)

- ✦ *All employees must show number of leave hours taken (vacation, sick, comp time, etc.)*
- ✦ *Adjustment to Previous Month - payment is owed*
 - ✦ *Show only adjustment, do not rewrite entire month's hours*
 - ✦ *Include fund number*
- ✦ *Blood Donations:*
 - ✦ *Attach donation certificate to timesheet upon receipt*
 - ✦ *Hours are logged internally by SPH Personnel until employee reports time taken on timesheet with "BL" code*
 - ✦ *Hours expire after 12 months from donation*

Monthly Timesheets (cont.)

- ▲ Jury Duty:

- ▲ *Slip must be attached to timesheet to receive payment*

- ▲ *Employees are only paid for hours served*

- ▲ Revised timesheet - no payment is owed

- ▲ *For reporting retro fund changes not payroll adjustments*

- ▲ ***Department MSO must sign all timesheets***

Where to find more information

▲ *Campus Human Resources:*

<http://www.chr.ucla.edu>

▲ *Payroll:* <http://www.payroll.ucla.edu>

▲ *At Your Service:* <http://atyourservice.ucop.edu>

▲ *UC For Yourself:* <https://ucfy.ucop.edu/ucfy>

▲ *Your Department MSO!*