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](http://www.chr.ucla.edu)
- **Payroll:** [http://www.payroll.ucla.edu](http://www.payroll.ucla.edu)
- **At Your Service:** [http://atyourservice.ucop.edu](http://atyourservice.ucop.edu)
- **UC For Yourself:** [https://ucfy.ucop.edu/ucfy](https://ucfy.ucop.edu/ucfy)
- **Your Department MSO!**