

HR Liaisons Meeting

September 14, 2016



Topic	Presenter
FLSA Update	Adam Beck
TIM Upgrade	Kristen Dunivant
Multi-State Tax Initiative	Brian Simet
Self Service for W4s and NC4s	Brian Simet
Duo Update	Vicki Bradley



FLSA Update

Adam Beck

*Interim Sr. Director, Classification &
Compensation*

Only approximately 90 EHRA employees
+
Significant labor hours required for
system changes
+
Employee impact of changing payrolls
=
Remain on monthly payroll

FLSA Update—Advantages & Disadvantages

- Maintains employee pay regularity
- Eliminates need for pay advance
- Reduces system change effort approximately 60%
- Reduces risk to being compliant 12/1 and to completing other critical ConnectCarolina projects

- Results in potential increase in overpayments
- Creates manual process for central offices

- EHRA non-exempt employees enter hours in TIM
 - Non-faculty: Time in/time out
 - Faculty: Duration
- Supervisors / TIM administrators do regular sign-off
- Business analysts generate report of discrepancies between TIM hours entered and system FTE
- Central offices (APO/OHR) calculate “true-up”
 - Extra hours above FTE
 - Reported hours less than FTE (dock in pay)
 - Overtime hours
- Enter lump sum to be paid in next monthly payroll

- Employees will still be trained on non-exempt status and TIM
- Leave should be used to make up hours short of normal FTE
- Very important that terminations, FTE changes, etc. completed timely
- Lump sum will distribute based on sources at the time of payment
 - Corrections can be done through PAAT
- Can explore more permanent system solution at a later time



FLSA: Hiring Range Business Processes

Two indicator flags:

- Position exemption (under the American flag icon)

Description	Specific Information	Budget and Incumbents	UNC Position Summary	UNC Position Attributes
Position Information Find View All First 1 of 1 Last				
Position Number: 00060072		+ -		
Headcount Status: Filled		Current Head Count: 1 out of 1		
*Effective Date: 01/01/1901			*Status: Active	
Reason: NEW New Position			Action Date: 01/01/1901	
*Position Status: Approved	Status Date: 09/17/2014	<input type="checkbox"/> Key Position		Historic Position Actions ImageNow/ Attachments
Job Information				
Salary Plan Information				
Salary Admin Plan: 1053	Grade: CTB	Step:		
Standard Hours: 40.00	Work Period: W	Weekly		
Mon	Tue	Wed	Thu	Fri
8.00	8.00	8.00	8.00	8.00
USA				
FLSA Status: Nonexempt		Bargaining Unit: 8888		

- Duties exempt indicator

Favorites ▾ Main Menu ▾ I Menu ▾ > Organizational Development ▾ > Position Management ▾ > Maintain Positions/Budget

Description | Specific Information | Budget and Incumbents | UNC Position Summary | **UNC Position Attributes**

Position Number: 20000098
 Headcount Status: Open Current Head Count: 0 out of 1

Find | View All First 1 of 1 Last

Effective Date: 09/22/2014 Status: Active Job Function: SPA

Time Limited Position Time Limited Position End Date

Re-Study Flag On Call Pay

Emergency Call Back Pay Shift Differential

Benchmark Position EPA NF Category

27996.800 Position Budget Amount No Clery Act / Campus Security Associate

No **Duties Exempt**

GOAL: Set as many exemption statuses as possible prior to posting

Departments will need to begin providing hiring ranges for new positions and positions reviewed prior to posting at the time of the position review

Hiring Range Business Processes

Positions reviewed by Class & Comp or EHRA N-F HR prior to posting

Duties Exempt Flag	Hiring Range	Position Exemption
No	N/A	Non-exempt
Yes	Minimum of range > or = threshold	Exempt
Yes	Entire range under threshold	Non-exempt
Yes	Spans threshold	Non-exempt; reviewed at time of offer

Existing positions not reviewed by C&C/EHRA N-F prior to posting:
 Employment reviews duties exempt flag and hiring range; works with C&C/EHRA N-F as necessary to adjust position exemption



TIM Upgrade

Kristen Dunivant

Payroll Services

Applications Analyst



Upgraded version of TIM coming your way

WHEN: Mid-October



1

No More Java

- Upgraded version does not include Java, which means fewer browser issues.
- Better experience for those who use it.
- Oracle ends support for the Java version next year.

2

Improved Functionality

- Better navigation for employees—fewer clicks.
- Important information is on the main screen.



What's Different: Employees

- Entering and capturing time works the same as it does today.
- Streamlined – no clicks to get to your timecard.
- See timecard totals and accrual balances in the same place you enter time or pay codes, such as vacation.
- If you timestamp, you can see your timecard and the Timestamp button in the same place.
- Fewer browser issues (no more Java).

Employees who enter their time...

KRONOS Jackie Employee Sign Out

My Information

My Timecard

Loaded: 4:00PM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

Click Save to save your changes

My Calendar

Add or delete a row

	Amount	In	Transfer	Out	Shift	Daily	Period
Mon 5/02		7:59AM		4:02PM	8.0	8.0	8.0
Tue 5/03		8:02AM		12:01PM			
Wed 5/04	Vacation 8.0	12:59PM		5:02PM	8.0	8.0	16.0
Thu 5/05						8.0	24.0
Fri 5/06							24.0
Sat 5/07							24.0
Sun 5/08							24.0
Mon 5/09							24.0
Tue 5/10							24.0

Totals Accruals

All All

Location	Job	Account	Pay Code	Amount
		...0000/000/0000000/0000000/0000000	Regular	16.0
		...0000/000/0000000/0000000/0000000	Vacation	8.0



What's Different: Managers & TIM Administrators

- List of employees with important information included directly on the main screen.
- Editing timecards and viewing employee information is more intuitive.
- Easy to see alerts highlighting timecards that are missing information and need updating and requests to be processed.
- Historical edits will work differently.

Navigation: Managers & TIM Administrators

Exceptions Alert lets you see if employees have missed punches

Request Alert lets you view an employee's Time Off Notification Request

Workspaces lets you view your timecard

The screenshot shows the Kronos user interface for a manager/administrator. At the top, the user is identified as 'Vicki Administrator' with a 'Sign Out' option. A navigation bar contains several icons: a home icon, a refresh icon, an alert icon (circled in red with a '1' notification), a document icon (circled in red with a '1' notification), and a 'Workspaces' dropdown menu (circled in red). Below this is a 'Manage My Department' section with a sub-tab for 'Employees'. The main content area features a table of employee information with various action icons like 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Approval', 'Refresh', 'Share', and 'Go To'.

PID	Name	Home Dept	Pay Rule	Manager PID	Manager Name	Email Address	ONYEN
CCADMIN	Administrator, V...	008889	SHRA NEX FP M...	100000008	analyst, applicat...	jcase1@email.u...	ccadmin1
CCMTEOT	Employee, Bryce	008889	SHRA NEX FP M...	100000008	Administrator, V...	jcase1@email.u...	ccemployee1
CCMTEOT3	Employee, Bryce	008889	SHRA NEX FP M...	100000008	Administrator, V...	jcase1@email.u...	ccemployee5
CCMTEOT4	Employee, Bryce	008889	SHRA NEX FP M...	100000008	Administrator, V...	jcase1@email.u...	ccemployee8
CCMTEOT2	Employee, Cynth...	008889	SHRA NEX FP M...	100000008	Administrator, V...	jcase1@email.u...	ccemployee2
CCMTECT	Employee, Jamie	008889	SHRA NEX FP M...	100000008	Administrator, V...	jcase1@email.u...	ccemployee3
CCCAPCT	Employee, Mary	008889	SHRA NEX FP C...	100000008	Administrator, V...	jcase1@email.u...	ccemployee4
CCSPAEX	Employee, Stan	008889	SHRA EXEMPT...	100000008	Administrator, V...	jcase1@email.u...	ccemployee6

Navigation: Managers & TIM Administrators

Genie Selector lets you select Genies that display targeted information for selected employees

Select the pay period you wish to view

Select a specific range of dates

Go To icon lets you select Widgets that display targeted information for selected employees

PID	Name	Home Dept	Pay Rule	Manager PID	Manager Name	Email Address	ONYEM
CCADMIN	Administrator, V...	008889	SHRA NEX FP M...	100000008	Administrator, V...	jcase1@email.u...	ccemployee1
CCMTEOT	Employee, Bryce	008889	SHRA NEX FP M...	100000008	Administrator, V...	jcase1@email.u...	ccemployee5
CCMTEOT3	Employee, Bryce	008889	SHRA NEX FP M...	100000008	Administrator, V...	jcase1@email.u...	ccemployee8
CCMTEOT4	Employee, Bryce	008889	SHRA NEX FP M...	100000008	Administrator, V...	jcase1@email.u...	ccemployee2
CCMTEOT2	Employee, Cynth...	008889	SHRA NEX FP M...	100000008	Administrator, V...	jcase1@email.u...	ccemployee3
CCMTECT	Employee, Jamie	008889	SHRA NEX FP M...	100000008	Administrator, V...	jcase1@email.u...	ccemployee4
CCCAPCT	Employee, Mary	008889	SHRA NEX FP C...	100000008	Administrator, V...	jcase1@email.u...	ccemployee6
CCSPAEX	Employee, Stan	008889	SHRA EXEMPT...	100000008	Administrator, V...	jcase1@email.u...	ccemployee6

- Computer-based training (CBT) will be available for employees and managers.
 - Employee CBTs will have a link to a certificate that can be printed and given to someone in case you want to track it.
- Manuals are being updated.
- Brief documents describing key changes will be provided before the upgrade goes live.

- The format is familiar but there will be a learning curve.
- TIM Administrators are required to come to classroom training in October:
 - Training sessions for TIM Administrators will be held two weeks before go-live. Look for an invitation if you are a TIM Administrator.
 - Half-day sessions taught in AOB.
 - Important: Due to the number of people who need training, only TIM Administrators can attend these classes.

- Communications with specific dates and timeline will be sent out in the coming weeks
- Information will be provided on the TIM Upgrade website.
- Computer-based training will be posted online for employees and managers in advance of go-live.



Multi-State Tax Initiative

Brian Simet

Payroll Services

Last Fall – Sent out an ask “who is working in other states”

33 states identified

In some states registration is required for....

- **State tax** withholding
- **Local** withholding taxes
 - Can be invasive – property deeds
- **Unemployment Insurance**
- **Worker’s comp**
 - About 5 states that do not recognize that we are self-insured

Has taken much longer than anticipated

To date have registered in

28 states for state tax withholding

A few for Unemployment insurance purposes

A few for Worker's comp insurance

Some states require that we **remit payment via ACH credit with TXP addenda** – disbursements system not set up for this – working with bank to accomplish this

Have to determine **remitting and reporting intervals** – generally based on liability amount

Need to **coordinate closely with Finance team**

Must **thoroughly test**

Hope to have registration process and testing completed by year end

Departments may incur additional charges for employees working in other states for – Unemployment and Worker’s comp coverage

Will be **sending out update** in near future

-Need to update who is working in state other than NC



Self Service for W4s and NC4s

Brian Simet

Payroll Services

Thanks for all of your help and support getting the word out

- Still receiving paper forms in large numbers
- Heightened concern about forms containing SSNs
- Encourage Employees to use for NC4 and W4
 - Not for Non-US Citizens
 - NC4 - Not for EEs claiming exempt from NC State tax withholding
 - NC DOR Require NC – 4EZ
- Fast and Easy
- Receive a confirmation

- What are the issues preventing employees from using?
- Employees are not aware??
- Units not aware??
- Timing of security access to Self-Service for new hires??
- Easier to send complete package of forms??



DUO Update

Vicky Bradley

Director, OHR



Questions?