New USNH Appointment Categories

THE ‘WHY’
(REASON FOR THE CHANGE)
AND
THE ‘HOW’
(BANNER DATA ENTRY)
The ‘Why’: 

- The use of non-status employees without benefits is continuing to grow (10/06 = 2,275; 10/07=2,409).

- In October 2007, non-status employees comprised 35% of the USNH workforce (4,400 employees with benefits and an additional 2,409 non-status employees).

- The main issue is one of fairness:
  - Many of these non-status employees have been at USNH institutions for over 10 years in their current status.
  - The only benefits to which they are eligible are FICA, Unemployment and Worker’s Compensation.
As non-status employees are a significant part of our workforce, their appointments require better definition and structure.

For USNH to remain a competitive employer and comply with new and upcoming state and federal regulations, new approaches need to be developed to manage and track appointments for part-time and temporary employees.
These employees are covered by both Federal and State regulations, such as:

- Non-discrimination legislation that protects against age discrimination, “whistle blowing”, racial discrimination, etc.

- Jury duty service, Family Medical Leave Act, Military Leave (USERAA) (note these are unpaid leaves)

- The Fair Labor Standards Act (minimum wage, overtime eligibility, and youth labor laws)

- IRS regulations – for example, FICA, and those that require employers to offer retirement plan access to all employees
The Change:

- Effective 7/1/08, the current ‘non-status’ category will be replaced by three new USNH appointment categories:
  - Casual
  - Part-Time
  - Full-Time Temporary

- Status and term appointments will be 75% or greater.

- This business redesign has been endorsed by RPAC, HRPAC, the President’s Council and the HR Sub-Committee of the Board of Trustees.

- A separate initiative will be undertaken to update USNH policy to reflect the new categories and their definitions.
The New Categories & Definitions

**Casual**
Appointments made for a single event or reoccurring short events such as work for semester registration or special events (commencements, TV auction, workshops, seminars, or athletic events). For these appointments, the appointing authority expects the total fiscal year employment to be generally about 200 hours (25 full-time days). Reappointment to the category can be made each fiscal year with no year exceeding a total of 200 hours for the appointment.

**Part Time**
Appointments are for (1) staff whose total commitment is expected to be greater than 200 hours, but less than 75% time (less than 1500 hours or less than 195 FTE days) for the fiscal year; or for (2) faculty, who expected to be less than 75% for the academic year (less than 24 credits/6 Units). Appointments renewed at discretion of hiring department.
New
USNH
Appointment Categories

The New Categories & Definitions

**Full Time Temp**

Appointments are for: (1) staff whose total commitment is expected to be at least 75% time (i.e. 1500 hours or 195 FTE days) in a fiscal year or (2) faculty at least 75% for the academic year (24 credits/6 Units). Appointments may be renewed for a total of 3 years. After that time, there are three options: (a) the appointment ends, (b) the appointment changes to part-time, or (c) the appointment changes to either full time term or status with full benefits.

*The Clock Starts NOW - FY09 can be counted as Year 1.*

**NOTE:** FTE of 75% is defined as 75% of 2088 hours for 40-hour work weeks (or 2080, 2096, depending on the fiscal year) or 1957.5 hours for 37.5-hour work weeks (or 1950, 1965, depending on the fiscal year) for hourly staff; 75% of 260 full days for exempt staff; and 75% of the Academic Year for faculty (24 credits or 6 units)
The Exceptions

- All status employees are defined and categorized by their base appointment. If they are hired in a supplemental or overload position outside their base job, these additional appointments are not part of these new definitions.

- There are 91 USNH employees who currently work 50-74% time and receive core benefits. These employees will not be negatively impacted by the transition to new categories. A transition plan for them has been drafted and will go to the President’s Council for review in May 2008.

- Status faculty positions that have changed to a part-time appointment are exempted (e.g., Clinical, Research and Tenure Track faculty).
Benefits for the New Appointment Categories

- For FY09, Casual, Part-Time and Full-Time Temporary employees will continue to receive only legally mandated benefits (e.g., FICA, Unemployment and Worker’s Compensation).

- A focus group is researching the possibility of awarding Part-Time and/or Full-Time Temporary appointments additional benefits. Any proposal from this group will require formal approval. No target date has yet been identified.

- New Account Codes, positions and ECLSs have been set up for each new appointment category to accommodate possible future changes.
The ‘HOW’:  

The OLD Structure in Banner

<table>
<thead>
<tr>
<th>Appointment</th>
<th>JOBS ECLS</th>
<th>PEAEMPL ECLS</th>
<th>Position Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Status Hourly</td>
<td>CH</td>
<td>70</td>
<td>CASHX</td>
</tr>
<tr>
<td>Non Status Exempt</td>
<td>CE</td>
<td>70</td>
<td>CASEX</td>
</tr>
</tbody>
</table>
The NEW structure in Banner - Non Faculty

<table>
<thead>
<tr>
<th>Appointment</th>
<th>JOBS ECLS</th>
<th>PEAEMPL ECLS</th>
<th>Position Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casual Hourly</td>
<td>JH</td>
<td>75</td>
<td>JASHX</td>
</tr>
<tr>
<td>Casual Exempt</td>
<td>JE</td>
<td>75</td>
<td>JASEX</td>
</tr>
<tr>
<td>Part Time Hourly</td>
<td>CH</td>
<td>70</td>
<td>CASHX</td>
</tr>
<tr>
<td>Part Time Exempt</td>
<td>CE</td>
<td>70</td>
<td>CASEX</td>
</tr>
<tr>
<td>Full Time Temp Hourly</td>
<td>DH</td>
<td>74</td>
<td>DASHX</td>
</tr>
<tr>
<td>Full Time Temp Exempt</td>
<td>DE</td>
<td>74</td>
<td>DASEX</td>
</tr>
<tr>
<td>One Time Payment</td>
<td>KE</td>
<td>75</td>
<td>CASEX</td>
</tr>
</tbody>
</table>
## The NEW structure in Banner - Faculty

<table>
<thead>
<tr>
<th>Appointment</th>
<th>JOBS ECLS</th>
<th>PEAEMPL ECLS</th>
<th>Position Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Casual</td>
<td>F9</td>
<td>75</td>
<td>JASEX</td>
</tr>
<tr>
<td>Faculty Part Time</td>
<td>F7</td>
<td>70</td>
<td>CASEX</td>
</tr>
<tr>
<td>Faculty Full Time Temp</td>
<td>F8</td>
<td>74</td>
<td>DASEX</td>
</tr>
<tr>
<td>One Time Payment</td>
<td>F6</td>
<td>75</td>
<td>CASEX</td>
</tr>
</tbody>
</table>
New Employee NBAJOBS ECLS- Summary

Exempt
- CE  Part Time (Salary)
- DE  Full Time Temporary (Salary)
- JE  Casual (Salary)
- KE  One Time Payment
- F6  Faculty One Time Payment
- F7  Faculty Part Time
- F8  Faculty Full Time Temp
- F9  Faculty Adjunct Casual

Hourly
- CH  Part Time (Hourly)
- DH  Full Time Temporary (Hourly)
- JH  Casual (Hourly)
EPAFs and Cheat Sheets

Minimal Changes to Existing EPAFs:

- EPAF Name Changes
  - Elimination of description ‘Non-Status’ and ‘Complementary’
  - Replaced with description PT-FT-Casual (part-time, full-time temporary and casual)

- Trappings
  - Trappings have been added to ensure that there is a match between the JOBS and PEAEMPL ECLS
Calculating FTE

- The FTE is entered on the EPAF – it should be calculated based on an *annual appointment*. For example:
  - Part Time hourly appointment of 30 hours/week for 3 months:
    \[
    \frac{30 \text{ hrs} \times 12 \text{ weeks} (360 \text{ hrs})}{2080 \text{ hrs/year}} = 0.1730 \text{ FTE}
    \]
  - ‘X’ hours / 2080 hours = % FTE
  - ‘X’ days/units / 260 days or 8 units = % FTE
New Account Codes and New Positions

- New Account Codes have been created to set up a structure that would accommodate future decisions regarding potential benefits to Part-Time and Full-Time Temporary Employees.

- Account Codes drive the charge back for fringe benefits (8.4%).

- The FY09 fringe benefit rate will be the same for casual, part-time and full time temporary appointments.

- New account codes means new positions – UNH created over 170 new positions. These new positions have already been created and activated for both FY08 and FY09. New Kronos positions have been added to that system as well.
New Hires – Casual, Part-Time, Full-Time Temporary

- Identify Departmental Needs.
- Keep All Employee Appointments Separate – It is expected that there will be employees in more than one Part-Time or Casual appointment at the same time.
- The FTE for each appointment is calculated separately – If an employee works for two departments at 20% each, these are two 20% appointments and not one 40% appointment.
- EPAFs have been constructed so that THE DEFAULT IS PART-TIME!
  - If you do not know the full extent of the appointment, hire as Part-Time
  - If you do know the extent of the appointment, select the correct position and adjust the ECLS on the EPAF
New USNH Appointment Categories

**Current Hires – Casual, Part-Time, Full-Time Temp**

- In Banner, all current hires will have the characteristics and coding of Part-Time appointments.

- Review these appointments to determine if a shift in category is appropriate.

- If the appointment extends beyond 6/30/08, and if a shift is required:
  - Same Job – Terminate the appointment and use a one-up suffix to reappoint;
  - New Job – Terminate the appointment and reappoint using a new position that describes the work being done.

- The VPFA and UNH HR Offices have developed reports and other tools to help categorize the existing hourly appointments. BSCs will receive further communication and guidance after this training session.
Guidelines to Hire Between Now and 6/30/08

For appointments that bridge two fiscal years:

- Any appointments effective 7/1 and beyond will use the new structure.

- Any appointments effective immediately thru a termination date of 6/30/08 will use the current (existing) structure.

- Because summer instruction at UNH is prepaid for FY09, these appointments (dates are 5/27 thru 7/10) will use the new structure.

- Any non-summer appointments that cross the fiscal year will use the new structure.
Using these guidelines – Impact on the Earn Code

Labor Distribution Override Account

- Appointments effective 7/1 and beyond will use the new Banner format which uses the new account structure – no impact.

- Any non-summer appointments that cross the fiscal year will use the new Banner account structure – no impact.

- Any appointments effective immediately thru a termination date of 6/30/08, will use the current (existing) Banner format and will be affected. These appointments will use the old account structure prior to 05.22.2008 and the new account structure between 05.22.2008 and 06.30.2008. The same activity will be associated with two different accounts.
  
  For example, the labor distribution override account code associated with 411 [Awards] is currently 61CPAW. After 05.22.2008 it will be associated with 61KBAW.
Using these guidelines – Impact on the Earn Code Labor Distribution Override Account

- There are other ECLSs that currently have labor distribution overrides pointing to account codes scheduled to be inactivated on 5.22.2008. For example, for almost every ECLS there is a job labor distribution account override for 417 [Bonus]. The account is currently 61CPBN. As of 05.22.2008 this will switch to 61KBBN. Therefore, between 05.22.2008 and 06.30.2008, the same activity will be associated with two different accounts.

- The good news is everyone will be using the correct labor distribution override account codes as of 07.01.2008 which supports FY09 reporting.
Management Reporting and Feeds/Interfaces

- The new Banner structure is now part of the MR universe.

- All corporate reports have been reviewed and modified accordingly. All ad hoc reports (including the UNH Corporate Finance Reports) will need to be reviewed and updated by the originator.

- All feeds/interfaces have been reviewed, modified, successfully tested and moved to production.
## New USNH Appointment Categories

### To Summarize

**Why:** Casual, Part-Time and Full-Time Temporary employees are a significant and essential part of the USNH workforce. To remain a fair and competitive employer, and to comply with new and upcoming state and federal regulations, it is necessary to better manage and track these employees.

**How:** Develop new employment definitions and redesign the underlying employment management structure in Banner HR (new PEAEMPL and JOBS ECLS, PCLS, Account Codes, etc.) so that appointments are consistent and tracking (metrics) is possible.
Questions?

Contact these offices if you have any questions:

Campus HR
USNH HR
STHR

Web Site: http://www.usnh.edu/banner/