Annual Work Schedule TAD Instructions

Return Deadline: 28 March 2014

Who is included on these documents?

The Annual Work Schedule TAD provides a yearly review of the work schedule information for H1/H2/HE appointments that are not paid via FAMIS, KRONOS or WTE. Included are person-positions whose NBAJOBS records reflect appointments to an Operating Staff position containing an active work schedule.

Who is excluded from the TADs?

Specifically excluded are those employees paid via FAMIS, KRONOS or Web Time Entry (WTE).

What is included on these documents?

Information automatically provided on each TAD includes:

- Employee name
- Position/Suffix
- USNH Employee ID (Spriden ID)
- ECLS code
- Current Factors
- Current Pays
- Current Job FTE
- Current Year Contract Begin & End dates (if applicable)
- Position Work Schedule (with a space to indicate a Revised Work Schedule Code)
- Job Work Schedule Information
  - Current Work Schedule detail
    - Effective Date
    - Schedule End Date
    - Time Entry Method: D = Department Time with Approvals
    - Job Status
  - Future Work Schedule detail (if applicable)
    - Effective Date
    - Schedule End Date
    - Time Entry Method: D = Department Time with Approvals
    - Job Status

It is important that you carefully review the data provided on these documents, and make corrections where necessary.

Do all TADs need to be returned?

YES. All TADs must be signed and returned, even if no changes are needed.

Each page must be signed and dated; providing the contact name and phone number. The TADs must be returned to USNH Payroll (1 Leavitt Lane, Durham, NH, 03824), prior to the return deadline.
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How will this information be used?

Work Schedule codes default the hours per day and shift into the employee’s biweekly payroll record (PHAHOUR) used to generate biweekly payroll payments.

Additionally, the work schedule values are used by Banner (along with contract dates and the NBAJOBS detail information) to determine the New Year position budget amount. As well, the work schedule information is used in conjunction with the Contract Begin/End dates and the Job effective dates to determine the employee/job current year encumbrance amount.

How should changes to the projected information be made?

A location is provided for you to indicate any changes needed. A full list of work schedule codes and the associated information can be found on the USNH Banner HR Website Cheat Sheet Area under TADs. Existing codes that are marked “DO NOT USE” should not be submitted.

Please note that changes made to work schedules, which impact the position or employee’s appointment percent, also require that changes occur to the individual’s NBAJOBS record (position/suffix, contract dates, annual rate, hours per day/pay, FTE, encumbrance) and/or Position data (position budget, position FTE). These changes could impact the employee’s payment amount, and will not be made automatically as a result of this TAD. Changes of this nature should be communicated through normal change request methods to your Campus HR office.

Work schedule changes that should be considered:

Employee changes work schedule:

Provide the new information if the employee is changing their work schedule. For instance, an employee that works 35 hours per week was working Monday through Friday on first shift at 7 hours a day but will change to now work first shift on Monday for 5 hours, Tuesday, Wednesday and Thursday for 8 hours and Friday for 6 hours.

Variable Schedules During Segments of the Year:

You should provide the multiple effective date(s) and work schedule code(s), for any appointment with variable schedules during segments of the year (any person-position that changes their hours per day/shift for different periods of time during the year). Make certain that the changed schedule equals the correct number of hours per year that the employee’s NBAJOBS appointment contains.

Example 1:

Employee variable schedule changes throughout the year:

1. Effective 7/1- Mon-Fri, 6hrs/day, 1st shift, the code would be MF30
2. Effective 8/12- works: Mon-Fri, 7.5hrs/day, 1st shift, the code would be MF37
3. Effective 5/20- works: Mon-Fri, 6hrs/day, 1st shift, the code would be MF30
Example 2:

Employee works a regular schedule throughout the year with one or more periods of time where no work is performed and the employee does not use ET or vacation time during these absences:

1. Effective 7/1 – 7/12- employee works 37.5 hours per week, code = MF37
2. Effective 7/15 – 7/26 employee does not work, code = ZERO
3. Effective 7/29– 12/13 employee works 37.5 hours per week, code = MF37
4. Effective 12/16 – 1/3 employee does not work, code = ZERO
5. Effective 1/6 – 6/30 employee works 37.5 hours per week, code = MF37

Note: The employee will be paid during the effective dates that they are working and will not receive payment during the time they are not working.

USNH Payroll Staff will enter work schedule information into the employee’s FY14 NBAJOBS record. The department/BSC must follow normal workflow/EPAF procedures to enact any associated changes to the job detail record.

Employee payments are generated based on the default work schedule data and PHATIME “exception” time entered by the BSC or Campus Payroll staff.

How do new work schedule codes get created?

The USNH Payroll Office will create any new codes needed based on the information provided on the TAD document. If you do not find an existing valid code, provide the specific details for the employee's work schedule (day of week, # of hours per day, shift for the week, or 2 week period) and Payroll will use this data to create a new work schedule code.

Other Changes Related to Work Schedules:

Note: FY15 contains 261 days which is the same as FY13. The chart below contains the number of hours per year/pay/day for both H1 (37.5 hour per week base) and H2/HE (40 hours per week base):

<table>
<thead>
<tr>
<th>ECLS Code</th>
<th>Hours per day</th>
<th>Hours per week</th>
<th>Hours per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1</td>
<td>7.5</td>
<td>37.5</td>
<td>1957.5</td>
</tr>
<tr>
<td>H2 &amp; HE</td>
<td>8</td>
<td>40</td>
<td>2088</td>
</tr>
</tbody>
</table>

Benefits eligibility and the employee/employer payment ratio may be impacted by changes made to an employee’s contract dates.

Who to contact for additional assistance:
If you have any questions, please contact USNH Payroll at (862-1400) or payroll@unh.edu for assistance.