Time Reporting in Current Month

HRCG – October 2013
Unit Liaisons – November 2013
Agenda

- Scope of Practice Change
- Current State
- Groups Impacted by Change
- Benefits of Change
- Challenges for Implementing the Change
- Next Steps for Departmental Representatives
- Timeline for Communications and Implementation
Scope of Practice Change

- Effective March, 2014, all researchers and staff who report exception time and are paid monthly will report their exception time in the month in which it occurs.
Current State

- Monthly-paid researchers and staff who work in the Hospital, ISR or departments that utilize the non-instructional research pool, report their exception time in the month in which it occurs by payroll cutoff for the monthly payroll in that month.
- All other monthly-paid researchers and staff who report exception time data report the information in the month after it occurs.
Groups Impacted by the Change

- Researchers and staff who report exception time in the month following its occurrence.
- Approvers who approve time data for these individuals.
- Departmental representatives who provide information or disseminate reminder emails.
Benefits of Change

- Reduce confusion for researchers and staff about accuracy of sick and vacation balances.
- Exception time reported on the timesheet will display on the paystub in the same month.
- Permit shortcode changes on the time report by departmental representatives for oncall, shift premium, additional services recognition, etc.
- Assist with FMLA usage tracking in new processes set-up in the Shared Services Center.
- Streamline responses to questions from researchers and staff by having only one schedule to research.
- Assist with tracking extended sick time usage and reduce overpayments.
- Streamline payroll cycle processing in the central Payroll Office.
Challenges for Implementing the Change

- Monthly payroll cutoffs for reporting time do not occur on a consistent day each month.
- Departments must determine a new reporting schedule for monthly-paid researchers and staff.
- Individuals will need to “estimate” the exception time usage for the days in each month after the payroll cutoff.
- Individuals and approvers must remember to review these “estimated” days for accuracy during the next month.
- For the conversion month, time will need to be reported and approved for both February and March.
Next Steps for Departmental Representatives

By March 1, 2014

- Determine the new cutoff schedule for time reporting by monthly-paid researchers and staff.
  
  e.g. Choose an early date in the month that can be consistent for the entire calendar year
  or
  announce a schedules of varying dates at the beginning of each calendar year.

- Change departmental reminder emails – wording and schedule.

- For 2014 payroll cutoffs, refer to the Payroll website at http://www.finance.umich.edu/finops/payroll/forms/cutoffsdeadlines
### Timeline

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<thead>
<tr>
<th>Event</th>
<th>2013</th>
<th>2014</th>
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<tbody>
<tr>
<td>Announce at HRCG</td>
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<td>Announce at Unit Liaisons</td>
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<tr>
<td>Targeted Emails to departmental representatives, time reporters and approvers</td>
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<td>University “Record” article</td>
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<td>Interchanges for impacted individuals</td>
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<td>Implement Change on 3/1/2014</td>
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Questions