DISCOVER workday@UCHICAGO

(Last Revised: 1/30/2017)

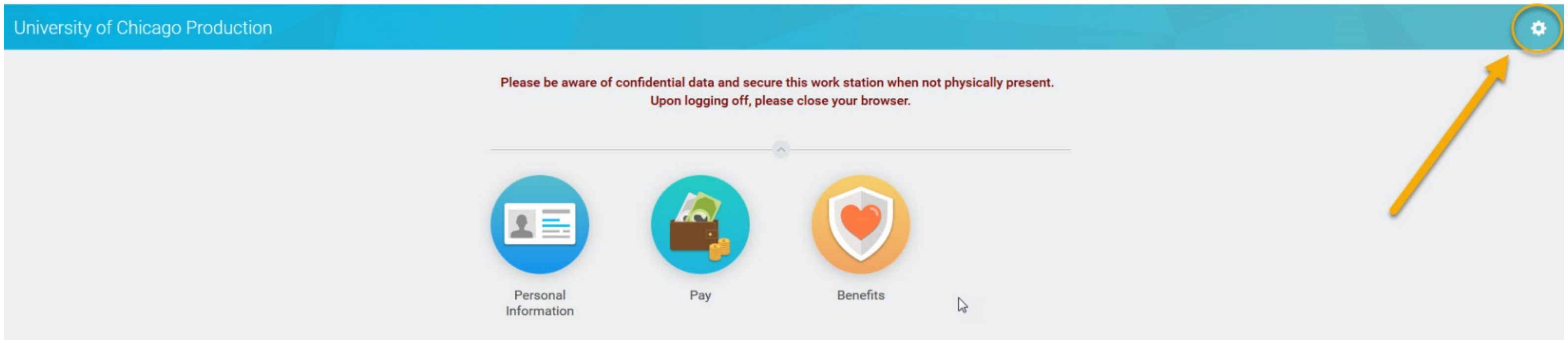
Quick Reference Guide: *Adding the ERISA Hours Worklet*

Keep in mind

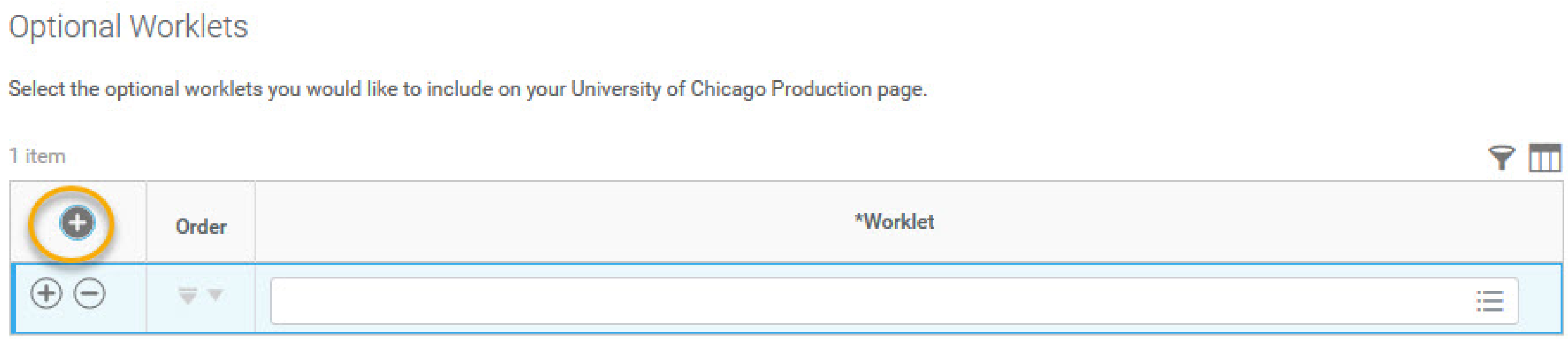
- For non-benefits eligible employees who are not student employees, the Employee Retirement Income Security Act of 1974 (ERISA) requires us to monitor your hours worked. As your hours begin to approach 1000 hours in a one-year period, the University must determine next steps in order to comply with ERISA.
- The ERISA hour balance reflects all hours paid within an annual balance period that begins at your original hire date. Your original hire date will always reflect the hire date from your first position at the University of Chicago, and does not update for job changes or additional positions that you may take on. If you worked in a student position in that time, the hours will be included, even though time worked in a student job is not subject to the ERISA regulation.
- The ERISA Hours worklet updates each time payroll is run (i.e. every two weeks).
- If you are approaching the 1000-hour limit, please contact your HR Partner to discuss potential next steps.
- If you have any questions about ERISA hours or your personal balance, please contact workdaysupport@uchicago.edu.

Steps:

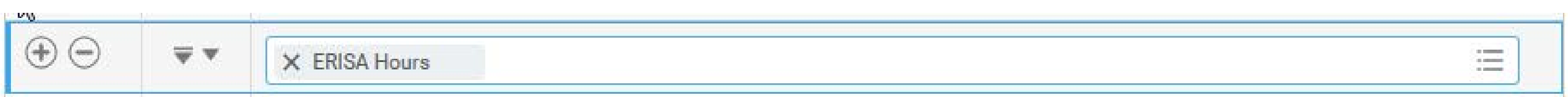
1. From your Workday home page, click on the Settings wheel in the upper right-hand corner.



2. On the right-hand side of the screen, under “Optional Worklets,” click the plus sign to add a row.



3. In the new line, type in “ERISA Hours” and press Enter.



4. Click the orange OK button in the bottom left-hand corner.

5. Click Done

6. From your home page, click on the new ERISA Hours worklet to view your ERISA hours as of the last payroll.