

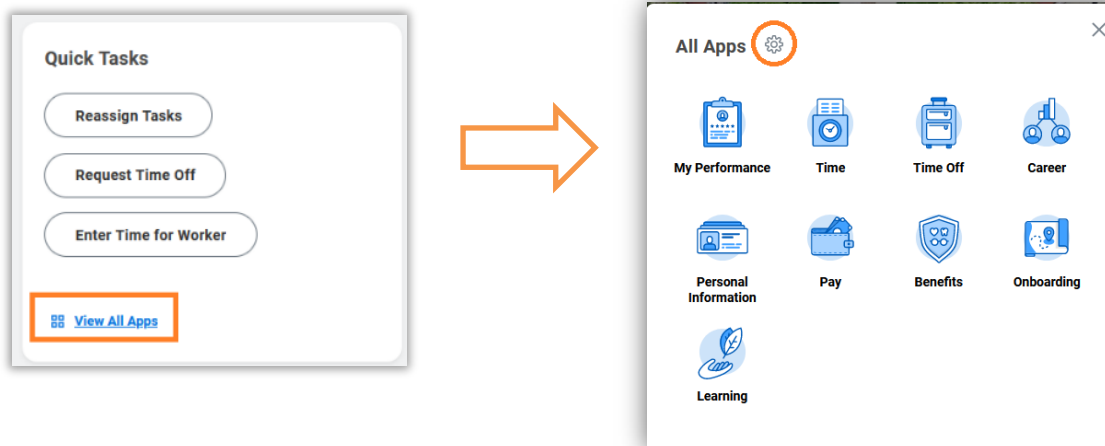
Quick Reference Guide: *Adding the ERISA Hours Worklet*

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 **View All Apps** link in the **Quick Tasks** section. Click on the **Settings** wheel next to **All Apps**.




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- Click the plus sign to add a row.

Configure Worklets

Add or remove worklets below. Required worklets configured by your administrator are not removable.

9 items

	Order	*Worklet	Worklet Title
			
	▼▼	My Performance	
	▲▼	Time	
	▲▼	Time Off	
	▲▼	Career	
	▲▼	Personal Information	
	▲▼	Pay	
	▲▼	Benefits	
	▲▼	Onboarding	
	▲▲	Learning	

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



The screenshot shows a search bar with a plus sign icon on the left and a minus sign icon on the right. The search bar contains the text "ERISA Hours" and a close button (X) on the left side. A dropdown arrow is visible on the left side of the search bar, and a menu icon is on the right side.

- Click the **OK** button  in the bottom left-hand corner.

- Click **Done**. 

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- From your home page, click on **View All Apps**, then click the new ERISA Hours worklet to view your ERISA hours as of the last payroll.

