Managing Student Employment in Workday

July, 2016
Agenda

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What is changing:
• All student workers will be paid on biweekly pay frequency

When the transition will occur:
• Pay period: September 25th – October 10th

Key Dates:

May
• 5/26: Communication sent to Students

June
• 6/7: Budget workshops held for students
• 7/13-18: Student Employment Information Sessions

July

August
• 9/25: First pay period for student pay group transition

September
• 10/10: Pay period closing date
• 10/14: Pay date

October

Biweekly Payroll Closings & Paydates
Overview

Reasons for the change:
• Provide consistency for pay and frequency of pay for job profiles across all student workers within that profile
• Allow for more frequent payment for work performed by all students
• Remove the need to enter lump-sum payments for FLSA exempt students who also hold an additional non-exempt position that would typically require the recording of hours in UChicago Time
• Eliminate confusion resulting from back and forth pay cycle changes as additional jobs start and end
• Eliminate staff confusion about which pay group should be assigned
• Reduce risk of overpayments caused by pay group switching and students with multiple pay groups
Other Changes Affecting Students

1. New student job families and profiles
   • Brief descriptions for each job profile found in Workday
   • Profiles that will be inactivated on 9/25/2016:
     • Ed-Related Stdnt Job (Exempt) - 794199
     • Ed-Related Stdnt Job (Non-Exempt) - 794198
     • Student Prof Support (BW) - 794098
     • Student Prof Support (Exempt) – 794099
     • Stud Performance Related (Non-Exempt) - 794000

2. FLSA exempt salary minimum increase
   • Minimum salary increasing to $913/week, effective 12/1/2016
   • Students who teach/tutor/mentor as primary duties have FLSA exception to minimum salary
   • FLSA calls out student researchers as not being in an employment relationship, meaning FLSA regulations do not apply

3. Student employment policy regarding max weekly hours
   • Enforcement scheduled to begin this fall
   • 20 hour limit per week, 660 max hours worked per academic year
   • Exceptions would require approval by Deans of Students
Key Points to Remember for Determining Primary Job

For employees who hold both exempt and non-exempt jobs, the employee’s FLSA status will depend on which job is considered primary.

To identify the primary job for FLSA purposes, consider:

− Does the worker have a job that is education or research related?
  - Education or research student jobs are essential to academic development and should be considered the student’s primary work function with the University.

− The scheduled weekly hours
  - While the total amount of time spent in each job is not always determinative in determining which job is primary, it may be a helpful starting point in the inquiry.

Important item to note:

− The chronological order in which an employee is hired into positions is not a factor in determining primary duty.
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Future State Guidance: Non-Exempt Students

Non-Exempt students should all have an hourly compensation plan on their Workday record.

Non-Exempt students must track their effort hours in UChicago Time. This can be accomplished through the following time collection methods:

• Web clock (default)
• Manual entry in UChicago Time

Important to Note:

• Actual end dates should never be entered on an hourly plan.
• If a student’s hours for a prior pay period are not recorded in UChicago Time, the time approver can submit a time card to central payroll.
• Time collection method is driven from Additional Data tab > Time Clock User Preference. The selection option indicated will apply to all jobs held by the student.
• Quick Reference Guide located at:
Time Collection for Non-Exempt Students

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<tbody>
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<td>Yes</td>
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Future State Guidance: Exempt Students

The recommended compensation approach for exempt students is **Period Activity Pay** for the following reasons:

- It is used to pay a lump sum over an identified number of pay periods, which eliminates proration based on hire date, start dates or end dates.
- This ensures that the total amount owed is paid to the worker over the defined time period and eliminates the need to predict and calculate the first and last pay period.

Accurate scheduled weekly hours need to be entered on the worker’s position. These hours will be used as the effort hours associated with Period Activity Pay in payroll and are used to calculate effort for both ACA and student employment.

Important to Note:

- Activity start and end dates should align with the worker’s actual effort.
- Payment start and end dates should align with a biweekly pay period.
  - If job start date is after pay period start date, use job start date as payment start date.
- Costing allocations must be entered on the Period Activity Pay entry, in addition to the worker position, to maintain reporting integrity after positions are ended.
- Run Workday report RPT Period Activity Pay Audit to obtain information about Period Activity Payments in your organizations.
Preventing UC Time Feed for Exempt Student

Unless the "NT" flex indicator is indicated on a position, all biweekly positions will create a time tracking record in UChicago Time, even if job is exempt.

To update, navigate to Position Restrictions > Additional Data > Flex Time > select NT.

For more information, access Quick Reference Guide located at:
Future State Guidance: Costing Allocations

Default costing allocations should always be entered on a worker’s position.

Exempt students paid through Period Activity Pay should also have a costing allocation override on Period Activity Pay.

Ensure the end date of the costing allocation aligns with a biweekly pay period end date, even if the worker’s position end date does not. This is important for both exempt and non-exempt workers:
• Non-exempt worker hours are integrated in from UChicago time with an end date equal to the pay period end date. Workday must have a costing allocation to reference on the pay period end date.
• Period Activity Pay is paid in lump sum across the entire biweekly pay period. Workday must have a costing allocation to reference on the biweekly pay period end date.
Future State Guidance: Grant-funded Students

• Research Assistants (Undergraduate or Graduate Students) charged to Grants
  • Research Assistant A: Work is related to Student’s Academic Program
  • Research Assistant B: Work is related to Student’s Academic Program with Tuition Remission – requires use of Subaccount 1801
  • Research Assistant C: Work is exempted and not related to Student’s Academic Program
  • Research Assistant D: Work is not exempted and not related to Student’s Academic Program

• Research Assistant A, B or C – **Period Activity Pay**
  • Period Activity Pay End Date = Grant Period End Date
  • New Period Activity Pay when grant period ends prior to end of appointment
  • Single Period Activity Pay with multiple cost allocations when multiple grants support the appointment
  • Refer to the Period Activity Pay End Date when reconciling the salary charges

• Research Assistant D – **Hourly Compensation Plan**
  • Hours clocked with UChicago Time
  • Prorate the expense when work in biweekly pay period extends beyond grant period end date
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Scenarios and Examples
Before and After Snapshot

Exempt worker, funded from one account, traditional start and end of job aligned with academic year, hire date 10/1/2016

Current State

• Salary Comp plan
  – Effective Date 10/1
  – Actual End Date 6/30
• Pay rate = $2931
• Monthly pay group

Future State

• Skip Propose Comp
• Set up Period Activity Pay
  – Activity Date Start: 10/1
  – Activity Date End: 6/30
  – Payment Start: 10/1
  – Payment End Date: 7/1
  – Unit Quantity: 1
  – Total Amount = (9 months * $2,931 = $26,379)
• Biweekly pay group
Scenario: Exempt Start Date in Middle of Pay Period

Hire exempt student worker with a start date of 7/5/2016 and end date of 9/30/2016. Worker should be paid a total of $3,000.

Step 1: Reference the 2016 Biweekly Human Resources and Payroll Closings & Paydates calendar. Determine the starting and ending pay periods that contain the worker’s start and end employment dates.

Step 2: Initiate BP: Hire. Skip Request Compensation Change sub-process.

Step 3: Enter Period Activity Pay:
- Activity Start Date: 7/5/2016
- Activity End Date: 9/30/2016
- Quantity: 1
- Assigned Unit Rate: $3,000
- Payment Start Date: 7/5/2016
- Payment End Date: 10/8/2016

Step 4: Enter costing overrides by selecting the circle on the Period Activity Pay row.
Scenario: Exempt Worker Funded from Two Accounts

Hire exempt student worker with a start date of 7/5/2016 and end date of 9/30/2016. Worker should be paid a total of $3,000, 70% to account 453210-1800 and 30% to account 453200-1800.

Repeat instruction steps 1, 2 and 3 from slide: Scenario: Exempt start date in middle of pay period

Step 4: Enter costing overrides by selecting the circle on the Period Activity Pay row. Create two rows, one for each account:

![Costing Override Table]

- **FAS Account: 453210**
  - Default: 70%
  - Amount: $2,100.00
- **FAS Account: 453200**
  - Default: 30%
  - Amount: $900.00
Scenario: Account changes mid-employment

Hire exempt student worker with a start date of 6/10/2016 and end date of 9/30/2016. Worker should be paid a total of $3,000. Work should be charged to 453210-1800. Effective July 31st, the account changes to 453200-1800 for the remainder of the worker’s employment term.

Initial Period Activity Submission:

Activity Start Date: 6/10/2016
Activity End Date: 9/30/2016 (change to 7/30/2016)
Quantity: 1
Assigned Unit Rate: $3,000 (change to 1333.33)
Payment Start Date: 6/10/2016
Payment End Date: 10/8/2016 (change to 7/30/2016)

Maintain Period Activity Pay to edit the initial submission
Edit the fields highlighted in green bold above:

• Align Activity End Date and Payment End Date with the last day of the pay period before the costing change
• Calculate and update the Assigned Unit Rate to match ‘paid to date’ or the prorated amount paid as of the new Payment End date.
Add New Period Activity Submission:
   Activity Start Date: 7/31/2016
   Activity End Date: 9/30/2016
   Quantity: 1
   Assigned Unit Rate: $1,666.67 ($3,000 – $1333.33)
   Payment Start Date: 7/31/2016
   Payment End Date: 10/8/2016
Scenario: Exempt Student with Retroactive Hire Date

Hire exempt student worker with a start date of 6/1/2016 and end date of 9/30/2016. Current pay period is 7/3/2016 – 7/16/2016. Worker should be paid a total of $3,000.

Step 1: Reference the 2016 Biweekly Human Resources and Payroll Closings & Paydates calendar. Determine the amount owed retroactively and the amount owed for the remainder of the pay period

Amount owed per period: $3,000 / 10 pay periods = $300 per pay period

Retro amount owed: $300 * 3 pay periods = $900 (PPE 6/4, 6/18 and 7/2)

Remaining amount owed: $3,000 - $900 = $2,100
Scenario: Exempt Student with Retroactive Hire Date (cont.)

Step 2: Initiate BP: Hire. Skip Request Compensation Change sub-process.

Step 3: Enter Period Activity Pay. Create two rows:

<table>
<thead>
<tr>
<th></th>
<th>Retro Amount Owed (paid in current pay period)</th>
<th>Remaining Amount Owed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Start Date</td>
<td>6/1/2016</td>
<td>7/3/2016</td>
</tr>
<tr>
<td>Activity End Date</td>
<td>7/2/2016</td>
<td>9/30/2016</td>
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<tr>
<td>Quantity</td>
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<td>1</td>
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<tr>
<td>Assigned Unit Rate</td>
<td>900</td>
<td>2,100</td>
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<tr>
<td>Payment Start Date</td>
<td>7/3/2016</td>
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<tr>
<td>Payment End Date</td>
<td>7/16/2016</td>
<td>10/8/2016</td>
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</table>

Step 4: Enter costing overrides by selecting the circle on the Period Activity Pay row.
Scenario: Exempt Student Adds Add’l Non-exempt Job

Step 1: Add additional job for worker.

Step 2: Perform assessment to determine worker’s primary exemption status
   If worker’s primary exemption status is non-exempt, they must be given an hourly rate and clock hours in UChicago Time on both positions.

   If worker’s primary exemption status is exempt, they should be given an hourly plan on their additional position and clock hours in UChicago Time.
Scenario: Grant-funded

Hire Research Assistant A, B or C exempt student worker with a hire date of 10/1/2016 and end date of 6/30/2017. Worker should be paid a total of $2,970.66 per month. Grant A ends 12/31/2016 and Grants B begins 1/1/2017 through 12/31/2017.

Step 1: Reference the 2016 Biweekly Human Resources and Payroll Closings & Paydates calendar. Determine the starting and ending pay periods that contain the worker’s start and end employment dates for each Grant.

Step 2: Initiate BP: Hire. Skip Request Compensation Change sub-process.

Step 3: Enter Period Activity Pay:

<table>
<thead>
<tr>
<th>First Period Activity Pay</th>
<th>Second Period Activity Pay</th>
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<tbody>
<tr>
<td>Activity Start Date: 10/1/2016</td>
<td>Activity Start Date: 1/1/2017</td>
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<td>Activity End Date: 12/31/2016</td>
<td>Activity End Date: 6/30/2017</td>
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<td>Quantity: 1</td>
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<td>Assigned Unit Rate: $8,912.01</td>
<td>Assigned Unit Rate: $17,824.02</td>
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<td>Payment Start Date: 10/1/2016</td>
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<tr>
<td>Payment End Date: 12/31/2016</td>
<td>Payment End Date: 7/1/2017</td>
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</table>

Step 4: Enter costing overrides by selecting the circle on the Period Activity Pay row.
Resources

1. **Biweekly Payroll Closings & Paydates**

2. Need a role in Workday? Visit the following website for descriptions of available roles and the role request form:
   - [https://workday.uchicago.edu/page/hrpayroll-team-resources](https://workday.uchicago.edu/page/hrpayroll-team-resources)  
     *(link is password protected, so copy and paste link into your browser to open)*

3. Be on the lookout for communication about Student Employment Open Labs, held in Drexel 146, where you can practice setting your student employees up with Period Activity Pays on a biweekly frequency
Questions?