

Managing Student Employment in Workday



THE UNIVERSITY OF
CHICAGO

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Agenda

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Overview

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:



Biweekly Payroll Closings & Paydates

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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:

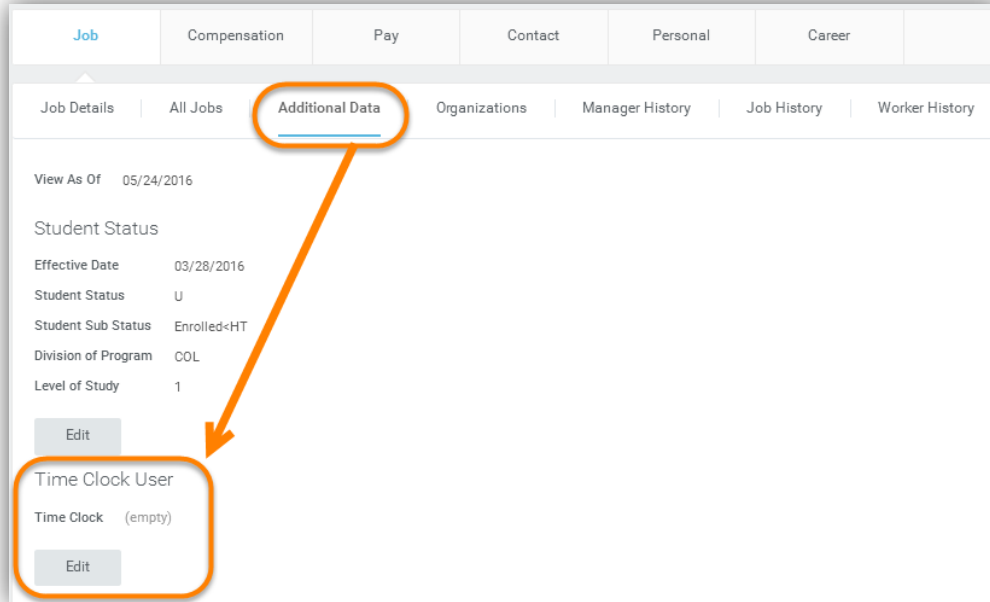
- Web clock (default)
- Manual entry in UChicago Time

Important to Note:

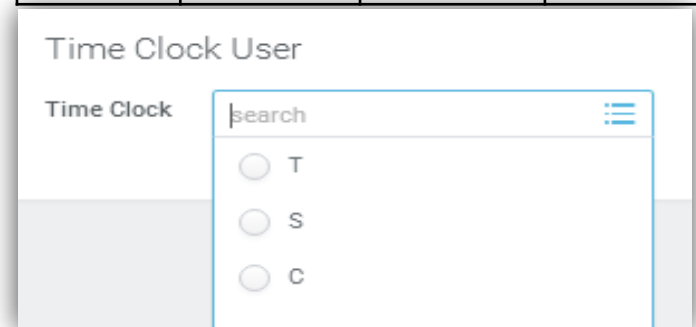
- Actual end dates should never be entered on an hourly plan.
- If a student's hours for a prior pay period are not recorded in UChicago Time, the time approver can submit a time card to central payroll.
- Time collection method is driven from Additional Data tab > Time Clock User Preference. The selection option indicated will apply to all jobs held by the student.
- Quick Reference Guide located at:
 - https://workday.uchicago.edu/sites/workday.uchicago.edu/files/uploads/QRG_Edit_Time_Clock_User.pdf

Time Collection for Non-Exempt Students

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.



Code	Web Clock?	Edit Access to Time Sheet?	Swipe Clock
Blank	Yes	No	No
T	No	Yes	No
S	Yes	Yes	No
C	No	No	Yes



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.

The image displays three screenshots from the Workday system illustrating the process of setting the Flex Time indicator to NT for an exempt position.

- Left Screenshot:** Shows the 'Staffing' tab for a position. The 'Additional Data' option in the 'Actions' menu is circled in blue. A mouse cursor is hovering over it, and the 'Edit' option in the sub-menu is also circled in blue.
- Middle Screenshot:** Shows the 'Edit Additional Data' dialog box. The 'Flex Time' radio button is selected and circled in blue.
- Right Screenshot:** Shows the 'Flex Time' selection screen. The 'NT' option is circled in red.

For more information, access Quick Reference Guide located at:

https://workday.uchicago.edu/sites/workday.uchicago.edu/files/uploads/QRG_Changing%20Flex%20Time_4.pdf

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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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:

						3,000.00	0.00 USD
						Total Amount	Amount Remaining
2 items							
	+	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Override	Percent	Amount
	+	-	▼▼		FAS Account: 453210 FAS Sub Account: 1800	70	2,100.00
	+	-	▲▲		X FAS Account: 453200 X FAS Sub Account: 1800	30	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.

Scenario: Account changes mid-employment (cont.)

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: $\$3,000 / 10 \text{ pay periods} = \$300 \text{ per pay period}$

Retro amount owed: $\$300 * 3 \text{ 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:

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

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:

First Period Activity Pay	Second Period Activity Pay
Activity Start Date: 10/1/2016	Activity Start Date: 1/1/2017
Activity End Date: 12/31/2016	Activity End Date: 6/30/2017
Quantity: 1	Quantity: 1
Assigned Unit Rate: \$8,912.01	Assigned Unit Rate: \$17,824.02
Payment Start Date: 10/1/2016	Payment Start Date: 1/1/2017
Payment End Date: 12/31/2016	Payment End Date: 7/1/2017

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>
(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?

