

## Year End Work Schedule TAD Instructions

**Return Deadline: 08 April 2009**

### Who is included on these documents?

The Year End Work Schedule TAD provides an annual review of the work schedule information for H1/H2/HE appointments. Included are person-positions whose NBAJOBS records reflect appointments to an Operating Staff position containing a work schedule.

Specifically *excluded* are those employees paid via FAMIS or KRONOS.

### What is included on these documents?

Information automatically provided on each TAD includes:

- Employee name
- Position/Suffix
- Last 4 digits of USID
- ECLS code
- Time Entry Method:
  - D = Department Time with Approvals
  - W = Web Time Entry
- Job Status
- Current Factors
- Current Pays
- Current Job FTE
- Current Year Contract Begin & End dates (if applicable)
- Position Work Schedule (with a space to indicate a **Revised Work Schedule Code**)
- Current Job Work Schedule detail

It is important that you carefully review the data provided on these documents, and make corrections where necessary.

Each page must be signed and dated, with contact name and phone number filled in, and returned to USNH Payroll (1 Leavitt Lane, Durham, NH, 03824), prior to the return deadline.

### Do all TADs need to be returned?

***The TAD must be signed and returned even if no changes are needed.***

### How will this information be used?

Work Schedule codes default the hours per day and shift into the employee's biweekly payroll record (PHAHOUR).

The work schedule values will also be used by Banner (along with contract dates and the NBAJOBS detail information) to determine the New Year position budget amount. As well, the work schedule information is used in conjunction with the Contract Begin/End dates and the Job effective dates to determine the employee/job current year encumbrance amount.

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### To indicate changes:

A location is provided for you to indicate needed changes. Each Campus and BSC is provided a full list of work schedule codes and the associated information. Existing codes that are marked “DO NOT USE” should not be submitted as valid.

**Please note** that changes made to work schedules, which impact the position or employee’s appointment percent, also require that changes occur to the individual’s NBAJOBS record (position/suffix, contract dates, annual rate, hours per day/pay, FTE, encumbrance) and/or Position data (position budget, position FTE). These changes could impact the employee’s payment amount, and will not be made automatically as a result of this TAD. Changes of this nature should be communicated through normal methods to your Campus HR office.

### Work schedule changes that should be considered:

#### Employee changes work schedule:

Provide change information if the employee is changing their work schedule. For instance an employee that works 35 hours per week was working Monday through Friday on first shift at 8 hours a day and is continuing to work 35 hours per week, but will now work Monday first shift for 5 hours, Tuesday – Wednesday and Thursday first shift for 8 hours and Friday first shift for 6 hours.

#### Variable Schedules During Segments of the Year:

You should provide the multiple effective dates, and work schedule code, for any appointment with variable schedules during segments of the year (any person-position that changes their hours per day/shift for different periods of time during the year).

#### *Example 1:*

Employee variable schedule changes throughout the year:

1. Effective 7/2- Mon-Fri, 6hrs/day, 1<sup>st</sup> shift, the code would be MF30
2. Effective 8/13- works: Mon-Fri, 7.5hrs/day, 1<sup>st</sup> shift, the code would be MF37
3. Effective 5/21- works: Mon-Fri, 6hrs/day, 1<sup>st</sup> shift, the code would be MF30

#### *Example 2:*

Employee works a regular schedule throughout the year with one or more holes where no work is performed and the employee does not use ET or vacation time during these absences:

1. Effective 7/2 – 7/13- employee works 37.5 hours per week, code = MF37
2. Effective 7/14 – 7/27 employee does not work, code = ZERO
3. Effective 7/28 – 12/14 employee works 37.5 hours per week, code = MF37
4. Effective 12/15 – 1/4 employee does not work, code = ZERO
5. Effective 1/5 – 6/30 employee works 37.5 hours per week, code = MF37

*Note: The employee will be paid during the effective dates that they are working and will not receive payment during the time they are not working.*

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USNH Payroll Staff will enter the Effective date and work schedule information into the employee's NBAJOBS record. A change may be needed to the job detail record and if so, this will be communicated to the BSC and Campus HR. Payments will be generated based on this information and any exception changes entered on a per pay basis via the PHATIME process or Web Time Entry.

### How do new work schedule codes get created?

The USNH Payroll Office will create any new codes needed based on the information provided on the TAD document. If you do not find an existing valid code, provide the specific details for the employee's work schedule (day of week, # of hours per day, shift for the week, or 2 week period) and Payroll will use this data to create a new code.

### Other Changes Related to Work Schedules:

Note that FY10 contains the same number of days (261) as FY09. The chart below contains the number of hours per year/pay/day for both H1 (37.5 hour per week base) and H2/HE (40 hours per week base):

#### Hour Values for 261 Day Work Year:

ECLS Code	Hours per day	Hours per week	Hours per year
H1	7.5	37.5	1957.5
H2 & HE	8	40	2088

Benefits eligibility and the employee/employer payment ratio may be impacted by changes made to an employee's contract dates.

### Who to contact for additional assistance:

If you have any questions, please contact USNH Payroll (862-1400) for assistance.