



SJC Manager Training Fall 2023





Topics To Be Covered

- Timecard Approvals
- Breaktime Requirements (FLSA Rules)
- Time Off Approvals
- School Closure Entries
- Overtime in More Than One Department
- Time Off Policies
- Federal Work-Study Community Service
 - Requirements and Processing



Timecard Approvals

- Timecards for ALL employees (including all students) must be approved every two weeks.
- Our payroll system won't allow us to transmit payroll for the **whole college** until all timecards are approved.
 - It is CRITICAL that this process is completed on a biweekly basis.
 - We recommend setting up a reminder of some sort to ensure you don't lose track of the regularity of this responsibility.
- If you expect to be away, set up a delegate approver to handle timecards while you're out, and make sure they are available to handle this responsibility for you. HIGHLY RECOMMENDED
- HR can provide the instructions for setting up a delegation.
- Timecards should be approved for all Exempt/Salaried employees when a holiday occurs in the pay-period.



Breaktime Requirements (FLSA Rules)

- Federal law requires that hourly/non-exempt employees take a minimum of a 30-minute break for every 6 hours worked. **This requirement also applies to hourly student employees.**
- Hourly/non-exempt employees will clock out for this break and not be expected to perform **any kind of work** during this time. It is recommended that employees take this break away from the regular work area to ensure this.
- If adequate office/service coverage is not available during an employee break period, the manager is expected to provide this coverage. During this break period, the employee must be completely relieved of all work-related duties (per Federal Law). The employee is not relieved if they are required to perform any duties, whether active or inactive, while eating.
- When a break is short (lasting about 5 to 20 minutes), federal law considers the break as compensable work hours. If an employee takes this short break, they should always communicate with their manager to ensure proper coverage of their duties while away.

The background is a solid teal color. A white diagonal line runs from the bottom right towards the center. In the top left corner, there are three parallel dark teal lines slanted downwards. In the bottom right corner, there are three parallel gold lines slanted downwards.

Time Off Approvals

- All time off requests should be approved prior to the scheduled date(s) to ensure proper compensation is processed.
- Time off for hourly/non-exempt employees is not paid until the approval is completed in ADP. If this approval is completed after the applicable pay period is closed, that employee is not paid for the time off hours until the approval is entered.
- Employees or managers can enter time off after an employee is out (for example: unplanned sick day) as long as it's within the current pay period.
- If a manager enters a time off entry for an employee, that time off entry is automatically approved.
- Employees and/or managers can cancel approved time off entries as long as the pay period has not been paid/closed.
- A manager should only deny time off requests for the following reasons:
 - a. the request is within a department blackout period
 - b. the time off was planned and the employee did not provide adequate notice
 - c. the time off is planned and granting it would create hardship



School Closure Entries

Important Notes & Guidelines:



- School Close compensation is a *benefit* available to SJC hourly full-time (RFT) and regularly scheduled part-time employees (24 hrs+/week = benefit-eligible) (RPTS)
- School Close hours must be entered into ADP timecards for *eligible hourly/non-exempt* employees
 - This ensures they are paid appropriately during closure times
- School Close hours do not need to be entered for salaried/exempt employees
- Any worked hours will also be paid based on time clocked (generally expected of essential personnel)
- Essential personnel include members of the following departments: Facilities Management, Campus Safety, Pearson's Café, Athletics Facilities and Payroll (during payroll weeks only).
- Per Diem and Student employees are not eligible for School Close hours (even if they work) - they are not benefit-eligible
- School Close hours do not count towards overtime calculations
- Employees are eligible for School Close hours if they are regularly scheduled to work any time within the 24 hours of closure
- If an employee is not regularly scheduled to work on a closure day or had previously requested time off for that day, they are not eligible for School Close hours

Example 1: Full day closure

- RFT or RPTS employee **doesn't** work
 - “School Close” hours entered for the **regularly scheduled hours** (7 or 8 per day) and paid for **only those hours**
- RFT or RPTS employee **does** work
 - “School Close” hours entered for the **regularly scheduled hours only** (7 or 8 per day for FT, Reg. Sched. Hrs for PT) and paid
 - School Close hours are not meant to match the complete worked hours, just the regularly scheduled hours
 - This makes it equitable with the other regular employees
 - Clocked hours are also paid
- RFT or RPTS 2nd & 3rd shift employees
 - Example: EE Shift from 10p - 6a
 - College closes for day of the latter portion of the shift (12a-6a)
 - EE eligible for clocked hours (8) + School Close hours (8)
 - EE clocks back in on closure day for next shift
 - Only 8 hours of School Close is assigned

Example 2: Partial Day Closure:

- Everyone is assigned the same number of school close hours based on the standard operating hours of the College (8:30 am - 4:30 pm, M - F)
- Scenario example:
 - College opens late at 11:00 am
 - School Close = 2.5 hours (8:30 am - 11:00 am)
 - Employee 1 works from 7:00 am - 3:00 pm
 - Employee 2 works from 2:00 pm - 10:00 pm
 - Both employees get worked hours (8) + School Close hours (2.5)
- Eligible employees who work anytime within the 24 hour period of a closure day, get the closure hours



Overtime Processing For Employees Working in More Than One Department

Employment in Two Departments/Overtime Procedure

With the approval of the direct manager/supervisor and Human Resources (and in some cases, the area LT Member), an employee may be hired into additional positions within the College. Employees will track all time spent on the duties of the second position. All hours (including OT) will be charged to the secondary department.

Secondary managers/supervisors should follow the procedure below for hourly/non-exempt employees with a secondary position:

1. At the end of the pay period, access the employee's timecard in ADP
2. Confirm hours and department number are accurate
3. Review total hours for each pay week
4. If total hours exceed 40 hours in the week, assign the overtime code to the applicable secondary shift (even if the secondary shift was not the last shift worked in the pay week)
 - a. If needed, split the shift into separate line items, **so that only the hours exceeding 40 are assigned that overtime code**
 - b. In the paycode column choose **"2ND JOB OVERTIME"**
5. Approve only the hours applicable to your department
6. Save
 - a. If your entry is the last entry needing approval on the timecard, Approve the whole timecard

Current Pay Period



8/21/2023



9/3/2023



Find

Show Pay Class

Timecard		Totals	Schedule	Supplemental Pay Codes	Time Off Balances			
<	<input type="checkbox"/> Approve	Week 1	In - Out	Pay Code	Hours	Department	Daily Totals	>
	<input type="checkbox"/>	Mon 08/21	09:00 AM - 03:00 PM		6.00	201200		
	<input type="checkbox"/>	08/21	04:00 PM - 07:00 PM		3.00	201200	9.00	
	<input type="checkbox"/>	Tue 08/22	09:00 AM - 03:00 PM		6.00	201200		
	<input type="checkbox"/>	08/22	04:00 PM - 07:00 PM		3.00	201200	9.00	
	<input checked="" type="checkbox"/>	Wed 08/23	-		0.00	201200	0.00	
	<input type="checkbox"/>	Thu 08/24	10:00 AM - 12:00 PM	2ND JOB OVERTIME	2.00	501200		
	<input type="checkbox"/>	08/24	12:30 PM - 01:30 PM	2ND JOB OVERTIME	1.00	501200		
	<input type="checkbox"/>	08/24	01:30 PM - 06:30 PM		5.00	501200	8.00	
	<input checked="" type="checkbox"/>	Fri 08/25	-		0.00	201200	0.00	
	<input type="checkbox"/>	Sat 08/26	09:00 AM - 03:00 PM		6.00	201200		
	<input type="checkbox"/>	08/26	03:30 PM - 04:30 PM		1.00	201200	7.00	
	<input type="checkbox"/>	Sun 08/27	09:00 AM - 03:00 PM		6.00	201200		
	<input type="checkbox"/>	08/27	04:00 PM - 08:00 PM		4.00	201200	10.00	
						Week 1 Totals	43.00	

Note: *An employee with a primary exempt position and a secondary non-exempt position will need to track their secondary hours on a paper timesheet, and overtime will be calculated manually by the Payroll Department.*

Employees are required to inform their current manager/supervisor prior to beginning work in a second job at the College, so issues regarding work schedules and overtime pay can be explored and coordinated.

Time Off Policies



Earned Time (ET)

- Prior to 2021, exempt/salaried employees accrued a total of 210 hours/30 days/6 weeks per year.
- With the implementation of Maine's Earned Paid Leave (MEPL) law, the rules for that accrual were different enough from our ET policy, to make it necessary to 'pull' those hours and accrual out - to ensure we followed the law.
- Effective January 1, 2021, exempt/salaried employees now accrue a total of 170 hours (210 - 40 = 170) 6.54 hours accrued/pay period.
- Accruals were also 'pulled' out of the hourly employee ET policies. The details for hourly ET accruals are included in the policy.

Maine's Earned Paid Leave (MEPL) - brief points directly from the Maine DOL page for the law

- Employees accrue 1 hour of Earned Paid Leave for every 40 hours worked, up to 40 hours in a defined year. (1 hour accrued / 40 hours worked = .025 accrued/hour worked)
- Employees can use their accrued Earned Paid Leave for any reason such as an emergency, illness, sudden necessity, planned vacation, etc.
- Employees can use up to 40 hours of leave in any defined year.
- Includes all employees: full-time, part-time, temporary, per diem, etc.
- Employees can carry over up to 40 hours from one defined year to the next.

Earned Time (ET)

- This time off balance expires at the end of the calendar year (per SJC policy).
- There is no rollover to the next year (unless indicated in a decision by the President).
- Any unused hours left in ET on January 1, will be moved into the employee's Long-Term Illness (LTI) bank if that is not at the maximum. If LTI bank is at maximum, this remaining ET balance amount is forfeited.

Maine's Earned Paid Leave (MEPL)

- MEPL balances do carry over per State Law (whether positive or negative). There is no time restriction for when to use it, but **each employee can only accrue and use 40 hours in a calendar year.**
- **Rollover scenarios** to help clarify:
 - a. Employee rolls over **10** hours. The system will only **accrue** 30 hours in the next year to the annual maximum of 40. This ultimately means an employee accrues 10 hours less than their full potential in that year.
 - b. Employee rolls over **-10** hours. The employee can only **use** 30 hours in that year, since they've 'pre-used' 10 already. This ultimately means an employee can use 10 hours less in that year.
- It is recommended that each employee use as much of these 40 hours in each year to allow the maximum possible hours to accrue in any given year.

Other notes about ET & MEPL:

- Employees can go 1 week into the negative on their time off. This flexibility is granted with the expectation that they will accrue it back once they return to work.
- If an employee separates from SJC with a positive net balance in their time off, the compensation for that balance is included in their last paycheck. Employees are expected to actively work on their last day of employment. This does not apply to Wellness and LTI balances.
- If an employee separates from SJC with a negative net balance in their time off, that is deducted/recouped from their last paycheck. This does not apply to Wellness and LTI balances.
- Exempt/Salaried employees can use MEPL time off in 1-hour increments (unlike the full-day requirement of Earned Time).
- Non-exempt/Hourly employees can use MEPL time off in 15-minute increments.

REMINDERS (as noted in the email sent Tue, Sept. 12, 2023):

- The week between Christmas and New Years Day are holidays, so no ET usage needed for these days. We recommend you take your accrued time off before that week (i.e. before 12/21/2023).
- MEPL balances will roll over into the new year per Maine State Law. Accrual cap for this policy is 40 hours each year.
- Any unused hours left in ET on January 1, 2024, will be moved into the employee's Long-Term Illness (LTI) bank if it is not at the maximum. If LTI bank is at maximum, this remaining ET balance amount is forfeited.



Federal Work-Study Community Service Requirements and Processing

Reminders:

- Please ensure each ***Federal Work-Study (FWS)*** student employee completes 8 hours of community-based work this academic year.
- The rules for this community-based work note that it must not ‘benefit the College in any way’. This means the hours for this community service requirement must be done for ***OTHER*** organizations (not SJC).
- A school that is not compliant with the FWS community service requirements may be subject to a Limitation, Suspension, and Termination (LST) proceeding, through which the school could be denied future participation in the FWS Program and possibly other Federal Student Aid programs and/or subject to a substantial fine.

All community-based service hours will now be recorded by FWS student employees (*student employees are responsible for sending their forms to the Payroll Department: payroll@sjcme.edu*).

Supervisors/managers need to check the payroll forms for accuracy and sign them by the designated dates in a timely manner. All community-based service work hours must be recorded with the department code **#323307** in the pay period worked.

DEADLINES:

- Payroll forms are due to the Payroll Department by the last Friday of the pay period by 12 p.m.
- If student employees are working community-based service hours the last Saturday or Sunday of the pay period, payroll forms are due to the Payroll Department by the next business day, Monday at 12 p.m.

Thank you and Q&A for Topics Covered

- Timecard Approvals
- Breaktime Requirements (FLSA Rules)
- Time Off Approvals
- School Closure Entries
- Overtime
- Time Off Policies
- Federal Work-Study Community Service
 - Requirements and Processing