


Business Manager Meeting Notes

September 22, 2004

The September 22, 2004 Business Managers Meeting included presentations on the proper use of absence reports, various HR issues, an ERP update, and a few miscellaneous items.

Brian Bushong, Director of the ERP Implementation Team, reported on the ERP. UT has decided to go with SCT/Banner rather than PeopleSoft.

Tom Page, Controller, reported that the Cashier's Office has received counterfeit currency in several denominations. For areas handling cash, please check bills with a special pen (more information on this issue was provided at the Dec. 15, 2004 Business Managers Meeting).

Matt Dills, Director, Compensation and Employment Services, distributed a handout on the HR staff and their assignments. This handout also outlines some of the major projects the HR staff has undertaken, including an object code definition and clarification chart, Professional Staff compensation, Fair Labor Standards Act (FLSA) changes (being addressed as part of the Professional Staff compensation project) and employee separation process, (HR Items 09220 ).

Patricia Palominos, HRS Coordinator, Human Resources, discussed key points about absence reports. Patricia discussed common reasons that absence reports are sent back to departments (lack of signature(s), etc.). She mentioned that if an employee wants to see his/her absence reports, she doesn't give that person the actual absence reports; she runs a Database query instead. If a situation requires a supervisor to fax an absence report to her, please write on that report "faxed to Patricia." This will help ensure that the absence report isn't entered twice. Typically, absence reports submitted during a pay week are processed during the next non-pay week. Direct questions concerning absence reports to Patricia.

If a separating employee is to receive a vacation payout, please note that on the terminating Personnel Action (PA) form.

Matt Dills reported that employees hired on or after April 1, 1986 and do not have any prior Ohio Public service are subject to Medicare tax. Employees hired by the University prior to April 1, 1986 who do not have a break in service in the State of Ohio system are exempt from Medicare tax. If you meet the continuous employment exemption and Medicare is currently being taken out of your pay, you may be entitled to a refund of these monies. The continuous employment exemption requires that in the case of changing from one employment entity to another, or a termination and re-hire within the same entity, you must have Please note that if an employee who was exempt from paying into Medicare retires and then comes back to work, he/she loses his/her exemption.

Connie Michalak, Compensation Specialist in Human Resources, said that responses to the separation process presentations have been positive. She reminded the group that HR would do training with departments upon request. Connie said HR is working on tweaking the faculty separation process, and would like to work with Career Services on a student separation process.

Attachment:

HR Items 09220 

<p>HR Items – Business Managers Meeting September 22, 2004</p>

- Introduce new staff & coverage areas (Matt Dills)
 - Partnership with Business Manager and area staff
 - Attend staff meetings
 - Primary contact person for HR issues

Carole Aldrich	1497	Compensation & Comp Project	Supports academic areas
Connie Michalak	1443	Compensation & Comp Project	Supports non-academic areas
Andrea Cutcher	1478	Staffing, Employee Services	Supports academic areas
Cherie Drinkwater	1498	Staffing, Employee Services	Assigned non-academic areas (TBD)
Vacancy		Staffing, Employee Services	Assigned non-academic areas (TBD)
Patricia Palominos	1471	HRIS, Emp. Data, FMLA, LOA	Support all areas
Matt Dills	1484	Comp, Staffing, Emp. Services	Support all areas

- Staffing / Recruitment coverage areas for interim period (Matt Dills)
 - Andera Cutcher – Unclassified openings (PSA)
 - Cherie Drinkwater – Classified openings
- Object Code definition and clarification chart (Carole Aldrich) – will email
 - 1100 “Interim” – GF or grant funded for one year or less pending recruitment
 - 1130 “Temporary” – Unclassified, one time money with one year limit
 - 1410 “Temporary” – Classified/Hourly with 1000 hour limit
 - 1520 “Emergency” – Classified or Unclassified with 240 hour limit
- PS Compensation Project (Matt Dills) – Determine job and pay levels, internal & external equity, spend limited funds in responsible / well informed way.
 - Mercer consultant engaged
 - PS Compensation Steering Committee
 - Next steps – Job architecture design and job analysis tool (by end of October)
 - Job analysis begins (November)
- Absence reports (Patricia Palominos)
- Medicare Update (Patricia Palominos)
- FLSA Changes (Matt Dills)
 - Salary Test: \$23,660/annually OR \$455/week (watch for PT)
 - Duties Test: Must meet one of the exemptions to be “exempt” from OT
 - Will address as part of PS Comp Project
- Separation Process (Connie Michalak)
 - October 1, 2004
 - Website active
 - Training with in departments