



UNIVERSITY *of* DELAWARE

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HUMAN RESOURCES

Evaluation and Conversion of Employees  
Affordable Care Act (ACA)

June, 2014



## Purpose for the Training

- This session is to identify what action must be taken to pay variable hour employees properly starting July 1, 2014 pursuant to ACA and other federal guidelines
- All variable hour employees will need to be converted to be able to clock in and out using UTime by July 1, 2014.
- The spreadsheets list all known variable hour employees and will help you decide what actions must be taken. It includes the following classifications of employees:
  - Misc Wage
  - Undergrad Student
  - Grad Student Labor
  - Supplemental Professional
  - Adjunct Faculty



# Chart of Actions

Current Employee Classification	As of 7/1	FLSA Status	Actions you need to do	Multiple Jobs (Additional Assignment)	How to Pay?	Hours Worked Through	Paid On
Miscellaneous Wage	Miscellaneous Wage	Nonexempt	No Change	No Change	UD Time	6/28-7/5	7/11 (BW)
Undergraduate Student	Undergraduate Student	Nonexempt	No Change	No Change	UD Time	6/28-7/5	7/11 (BW)
Graduate Student on Contract	Graduate Student On Contract	Nonexempt	No Change	No Change	JED	7/1-7/15	7/15 (SM)
Graduate Intern	Graduate Intern	Nonexempt	No Change	No Change	JED	7/1-7/15	7/15 (SM)
Adjunct Faculty (Teaching Only)	Adjunct Faculty	Exempt	No Change	No Change	S-Contract	7/1-7/15	7/15 (SM)
<b>Supplemental Professional</b>	<b>Miscellaneous Wage</b>	<b>Nonexempt</b>	<b>JED to change to Misc Wage, add Hourly Rate, and add Funding</b>	<b>If they have multiple jobs, complete an additional assignment</b>	<b>UD Time</b>	<b>7/1-7/5</b>	<b>7/11 (BW)</b>
<b>Graduate Student Labor</b>	<b>Graduate Student Labor</b>	<b>Nonexempt</b>	<b>JED to add Hourly Rate and Funding</b>	<b>If they have multiple jobs, complete an additional assignment</b>	<b>UD Time</b>	<b>7/1-7/5</b>	<b>7/15 (SM)</b>



## General Guidance

- An S-Contract/GNCP will only be used for variable hour employees teaching credit courses.
- All Supplemental Professionals need to be converted to Miscellaneous Wage by 7/1/2014.
- All Grad Student Labor will remain the same classification, but will need to be converted to hourly.
- If an individual is already classified Undergrad student or Misc Wage, nothing will need to be done for them if they are in UDTIME.
- The classification “Adjunct Faculty” will be used only for individuals who are teaching credit courses.



## General Guidance

- For variable hour employees not in UDTime (they do not have funding or an hourly rate) a JED must be completed with the following information:
  - Hourly rate (must meet minimum wage of \$7.75)
  - Funding
  - Standard hours (estimated weekly hours)
  - Earnings code
    - STH – Grad and Undergrad students
    - MWG – Misc Wage

**\*\*Due by Friday, June 27<sup>th</sup>\*\***



## General Guidance – Multiple Jobs

- If the variable hour employee is working more than one job, an Additional Assignment form will need to be completed for each assignment in conjunction with the other departments they are working for.
  - Hourly rate (must meet minimum wage of \$7.75)
  - Funding
  - Earnings code
    - STH – Grad and Undergrad students
    - MWG – Misc Wage
  - Department description (each one needs to be unique)
  - Estimated Hours

**\*\*Due by Friday, June 27<sup>th</sup>\*\***



# General Guidance – Example for JED & Additional Assignment

- Currently flat rate of \$4,000 over a 4 week period.
  - Determine how many hours a week they will be working (via supervisor)
  - As an example, 25 hours a week
  - Total of 100 hours over the 4 week period.

	Current Flat Rate	\$4,000	
	Lenth of Service	4 weeks	
	Hours per week	25 hrs	
OR	Total # of hours	100 hrs	
	Calculated Hourly Rate:		
	(Rate / Total # of hours)	\$40	
OR	(Rate / Length of Service / Hours per week)	\$40	



## General Guidance

- Additional Assignments
  - The Home Department is responsible for approving any additional assignments of an employee. If the Home Department approves additional assignments for an employee, it is the Home Department's responsibility to track all hours worked by the employee. If an employee no longer is working for the home department then a JED should be done to transfer the home department to the additional assignment department and the additional assignment canceled.
- Termination of Employees
  - Review last check date for each employee listed and terminate those that are no longer working at the University.





## Future Action Items

- Develop and update web views and web forms
- Develop template offer letters for all non-benefitted categories of employees
- Develop reports and views to provide information on hours and average hours worked
- Set up Home Department to be the only department eligible to add/modify additional assignments
- Provide information on how to handle S Contracts & GNCPs that were approved beyond 6/30/2014
- Provide a process to have variable hour employees reviewed for exemption from the FLSA and movement to Supplemental Professional
- If you have questions, please contact us as [aca-help@udel.edu](mailto:aca-help@udel.edu)