

Payroll & HRIS Forum

September 16, 2021

Agenda

- Minimum Wage
- Records Cleaning
- Team Dynamix.
- Calendar & Holiday
- Parking
- Working outside the State of Delaware
- Resources
- UD WorkForce Updates & Enhancements
- W-2 Consent
- Upcoming Projects:
 - Supplemental contracts
 - OT for benefited non-exempt
 - LinkedIn Learning
 - Online I-9s
 - Non-benefited Employee Onboarding



Minimum Wage

- Gov. John Carney signed legislation Monday that will increase Delaware's minimum wage gradually to \$15 by 2025.
- Minimum Wage will increase to \$10.50 effective 01/01/2022
- Existing assignments with rates below the new minimum wage will be increased by HR to the new rate.
- New assignments starting on or after 01/01/2022 should have the new rate.
- Assignment forms (JED and Additional Assignment Forms) submitted on or after 01/01/2022 should have the new rate.
- Next rate increases to \$11.75 effective 01/01/2023



Records Cleaning

- List of Active and Suspended employees not paid for more than 14 Months will be distributed to departments
- HR will review and mass terminate the records in early October.



Team Dynamix

- University has changed systems for service management from Footprint to Team Dynamix
- Responses from HR will be coming from services@udel.edu
- Newly transitioned teams:
 - **HR Records** (hrrsystemsadmin@udel.edu)
 - **Class & Comp** (hr-class@udel.edu)
- Upcoming Forms:
 - Off-Cycle Check Request Form
 - Spousal ID Request

The image shows two screenshots. The top screenshot is an email from 'UP Services <services@udel.edu>' with the subject 'Service Request Created (test 2)'. The email body contains a notification that a 'Payroll Monitor' service request was created on Wed 9/15/21 7:01 PM Eastern Daylight Time. It lists 'Human Resources' and 'University of Delaware' as the requester. Below this, there are three links for viewing or updating the service request: a Client Link, a TDNext link, and a Mobile Link. The bottom screenshot is a screenshot of the University of Delaware Service Portal. The page title is 'test 2' and the Service Request ID is '227720'. The portal includes navigation tabs for 'Service Portal Home', 'Projects/Workspaces', 'Services', 'Knowledge Base', and 'Reports'. Below the navigation, there are links for 'Project Requests', 'Ticket Requests', 'My Favorites', 'My Recent', 'My Approvals', 'Services A-Z', and 'Search'. The 'Ticket Requests' link is active, showing the details for 'test 2'. The details section includes buttons for 'Withdraw Request', 'Add Attachment', 'Add Alert', and 'To TDNext'. On the right side, there is a 'Requestor' box with the name 'Younes Haboussi', email 'younesh@UDeL.Edu', and phone number '+1.302.831.2896'.



Calendar & Holidays

- 2022 Payroll deadlines will be available online in Mid November 2021
<https://www1.udel.edu/payroll/pay/paydead.html>
- Juneteenth is now a regular recognized holiday.
- For the last BW Pay of the year
 - Hours worked between 12/12-12/25 will be paid on 12/23.
 - The deadline for approving timesheets for that pay is 12/20/ at 10 am
 - Departments may enter the estimated hours the employee will be working based on their schedule from 12/12-12/25 or may leave those dates blank and amend the timesheet for the following pay.



Parking

- With the repeal of "parking lot tax" on exempt employers, UD has re-instating the pre-tax payroll deductions option
- For more information, please visit the Parking Services Website: <https://sites.udel.edu/parking/>



Working outside the State of Delaware

- **Employees working outside of DE in another country**
 - For the University to legally pay employees located outside of the U.S., the University is required to register presence in that country or find another legal way to pay an employee
 - There may be circumstances that require personnel to work remotely from an international location for a temporary period of time. The following activities do not require additional approval:
 - Faculty on sabbatical leave.
 - Employee attending international conferences or events
 - Employee abroad for a short-term assignment* (less than 90 days), e.g. teaching, working on study abroad programs or research

Note: The assignment should not involve concluding contracts on behalf of UD



Working outside the State of Delaware (cont)

- **Employees working outside of DE in another country (cont)**
 - Employee abroad for a short-term assignment will only trigger the foreign country's (most countries not all) tax liability after a certain length of stay (varies by but country but typically less than 90 days). In some countries that have tax treaties with the U.S. the threshold is usually 180 days or more in a year. Employees under these circumstance remain in the regular U.S. payroll and benefit program.
 - Employees requiring to work outside the US for a longer period of time will require review and approval. These situations necessitate an analysis of employment laws and requirements, payroll and tax implications, funding source restrictions, information security, etc. In some cases, review from an outside consultant at the department's expense might be necessary.



Working outside the State of Delaware (cont)

- **Employees working outside of DE in another country (cont)**
 - Giving the complications, the university will only support employment exceptions which are critical to meeting UD's academic and research missions. In these circumstances, a unit may request approval for a current employee to work internationally for a temporary period of time.
 - Depending on the activity performed abroad, the request will require approval by the Center for Global Programs and Services, Provost, Human Resources and Research Offices. Please send the request before the employee travels out-of-country.
 - **Note: Please note that the employee is still responsible and liable for any tax and employment laws compliance, immigration requirements in the foreign country and acquiring when applicable, personal health care coverage, foreign worker's compensation insurance, and other licensing and registrations. The University of Delaware is unable to provide any personal legal or tax advice.**



Working outside the State of Delaware

- **Working outside of Delaware in another U.S. State**
 - To maintain a lawful out-of-state employees (employees working outside the state of Delaware), the University of Delaware must be registered to conduct business in that state and must adhere to that state's specific labor and payroll rules and regulations.
 - When considering work from another state employees should contact their HR contact to understand both the employee's and employer obligations and compliance responsibilities.
 - These may include, but are not limited to, different laws related to recruitment, credit and criminal background checks, record keeping, minimum wage, calculation and payment of overtime wages, parental leave, paid and unpaid leave, workplace accessibility, mandatory training, discrimination claims, termination, tax and other paycheck withholdings.



Working outside the State of Delaware

Working outside of Delaware in another U.S. State (cont)

- Employees working remotely outside of the State of Delaware should review their state tax withholdings and consult with their tax advisor to determine if they need to update their W4 Form.
- Employees may be over withholding their Delaware State taxes but owe more taxes to their home state, and might not be eligible for state income tax credit paid to Delaware on the salary paid during that period.
- In that case, they will need to increase their home state withholdings (this option is available for MD & PA residents) or pay the taxes directly to the home state.

Note: The University cannot give tax advice to individuals. Every Employee's income tax situation is different and unique. Employees should consult with your tax advisor before making any changes to their federal and/or state income tax withholdings.



Resources

Paying UD Employees Chart

Employee Type	UD Ben.	Pay Group	Primary Payments		Other Payments		
			Method	Comments	Methods	Reason for Pmt.	Additional Info
FT Faculty	Y	SRG	JED (Including: ninths and admin. supplements)		S-contract	Summer research (includes academic administrators), teaching summer or winter session, teaching overload, awards, honoraria, bonuses	
Exempt Staff	Y	SRG	JED (including admin. supplements)	LAM is used to update salary distributions on temporary funding	S-contract	Teaching credit courses, Awards, Bonuses, Overtime (very rare)	
Non-Exempt Staff	Y	SRG	JED (including admin. supplements)		S-contract	Overtime, Awards, Bonuses	
AFSCME Hourly	Y	BAF	UDTime (including supplements)		S-Contract JED	Awards, Bonuses Permanent pay rate change	
Adjunct Faculty	N	SOT	S-Contract for teaching credit courses		JED or UDTime	(See: <i>How to Pay Adjunct Faculty Working Non-Teaching Jobs on Campus</i> job aid)	Requires: Position Evaluation Form (FLSA) approval from HR
Post-Doc Fellows	N	SRG	JED				
Suppl. Professional	N	SOT	JED		S-contract	Teaching credit courses	Requires: Position Evaluation Form (FLSA) approval from HR
Grad students on Contract	N	SOT	JED	Changes to contract need Student Funding Alloc. Form (SFAF) web form #	UDTime GNCP JED	Other campus work Teaching credit courses, Awards, Research subjects Primary job pay rate change	Grad. Office/Dean must pre-approve, then home dept. submits an Add'l Assignment web form Cannot get s-contracts
Grad Student Labor	N	SOT	UDTime		GNCP	Teaching credit courses, Awards, Research subjects	Cannot get s-contracts
Undergrad Student Labor	N	BOT	UDTime		S-contract JED	Awards, Teaching lab portion of credit courses Primary job pay rate change	
Students with Stipends (undergrad & grad) e.g. - RAs, Student Professional Developmt.	N	SOT	JED	Requires: FLSA Exemption Status Form approval from HR	UDTime S-contract	Other hourly campus work Awards	
Misc. Wage Workers	N	BOT	UDTime		JED JED to transfer	Primary job pay rate change Teaching credit class (See: <i>How to Pay Misc. Wage Employee for Teaching Credit Class</i>)	Cannot get s-contracts

- HR ATLAS (ConnectingU)

- www.udel.edu/connectingu

- HR and Payroll websites:

- www.udel.edu/payroll

- [Working at UD](#)



UD WorkForce – Updates & Enhancements

- Updated year end clear per COVID Policy for Eligible Staff and Faculty for 2021
- Updated accrual limit per Amended CBA for AFSCME Union Employees for 2021
- Added email notification when Non-exempt employees submit their timesheet
- Allow Non-exempt employees to edit timesheet for prior pay periods
- Allow employees with just Timekeeper role to receive delegations from both managers and timekeepers
- Exempt, Non-exempt, and fiscal faculty employees' vacation, sick, dependent sick, COVID leave bank balances will be cleared at termination
- Added - University Leave Policy on TOR screen



W-2 Consent

- Over 3,300 employees consented to having their 2020 W-2 received electronically
- Consent applies until withdrawn, not required each year
- Continue to encourage consent for upcoming years
- <https://www.udel.edu/w2consent>
- Access to online W2s:
 - Employees on Terminate and Suspended Status do NOT have access
 - All others may access W-2 Form electronically (Leave, Retirees)



Upcoming Projects



Linked in Learning

- New learning portal for Employees and Students
- 100's of online topics
- SSO front end
- Expected Nov 2021

The screenshot displays the LinkedIn Learning homepage. At the top, there is a navigation bar with the LinkedIn Learning logo, a search bar for skills, subjects, or software, and links for Home, My Learning, Notifications, My profile, and EN. Below the navigation bar is a featured course card for 'Build a Personal Learning Plan and Stick with It' by Shanita Williams, a TEDx Speaker, Employee Experience Expert, Coach, and Author. The card includes a play button and a 'NEW 1 week ago' badge. Below the course card is a section for 'Set a weekly goal' with a 'Set a goal' button and a note that courses in progress will appear here. The bottom section is titled 'Live office hours with experts' and shows five upcoming events:

Event Title	Host	Time	Days Remaining
Inside Scoop: Carving Out Time to Be Creative	By: Paula Rizzo	Sep 16, 2:00 PM	TODAY
Learning in a Hybrid Working World	By: Kevin Eikenberry	Sep 17, 12:00 PM	IN 1 DAY
The Three Keys to Remarkable Leadership	By: Kevin Eikenberry	Sep 20, 10:00 AM	IN 4 DAYS
Good Thinking • LIVE • How to Change Minds	By: Becki Saltzman	Sep 20, 12:00 PM	IN 4 DAYS
Leadership Cl...	By: Marlene Chism	Sep 20, 12:00 PM	IN 5 DAYS



New I-9 Process

- Coming soon
- HR onboarding/HRIS/IT working with sterling our CBC provider
- Streamline process
- New employee candidate enters their information
- U of D verifiers get email that is ready and verified data input



Non-benefited Employee Onboarding



EMPLOYEE ONBOARDING ADMIN

[New-Hire Form](#) [Admin View](#) [Logout](#)

Department View

Use this form to view the status of employees going through onboarding.

Symbol key: * Required Information, ▲ Error

Showing 1 to 3 of 3 results.

Search:

Show results.

Previous **1** Next

To view the Web Form submissions, click the expand icon by the employee name.

Employee	Rehire	Personal contact	Department	Salary admin plan	Bio (UD ID)	My UD Settings	Additional submissions	Action
Knope, Leslie		302-333-3333 knope@gmail.com	IT-Web Development (00000)	202 Professional, Full Time	000000000	knope@udel.edu	<input checked="" type="checkbox"/> Direct deposit document <input type="checkbox"/> I-9 <input type="checkbox"/> CBC	
Ludgate, April		302-333-3333 april@gmail.com	IT-Web Development (00000)	252 Misc Wage, Part Time Student			<input type="checkbox"/> Direct deposit document <input type="checkbox"/> I-9 <input type="checkbox"/> CBC	<input checked="" type="button" value="Resend email"/> <input checked="" type="button" value="Remove"/>
Swanson, Ron	Y	302-333-3333 ron@gmail.com	Physics (00000)	219 Affiliates	HR Resolve Search-Match		<input type="checkbox"/> Direct deposit document <input type="checkbox"/> I-9 <input type="checkbox"/> CBC	<input checked="" type="button" value="Resend email"/> <input checked="" type="button" value="Remove"/>

Previous **1** Next



Supplemental contracts

- Requirements Gathering: April/August 2021
 - HR/Payroll
 - English Language Institute
 - Professional Continuing Studies
 - Graduate Office
 - HR/Records
 - HR/Class & Compensation
 - Provost
 - HR Managers and College Business Officer
- Highlight of Enhancements include:
 - Form renamed to ‘Supplemental Pay Form’
 - Overall better experience when processing Supplemental Payments
 - Overtime
 - Better audits while processing (Earning Codes by Sal Plan, Funding)
 - Adjunct Acknowledgement Statement (eliminate attachments)
- Expected Spring 2022



OT for benefited non-exempt

- Meeting regularly with Focus group
- Post Focus Group information to the UD WorkForce Website
- Testing: October 2021 - December 2021
- Deployment: Winter 2022



Off Boarding JED Revamp

- Development underway
- Expected Winter 2022



Questions?

