School of Dentistry
Human Resources Service Center (HRSC)

Timekeeper Toolkit FAQ Questions

1) What is the normal biweekly approval cutoff time?
Answer: 10AM on Tuesday following pay period just completed.

2) What is the normal biweekly employee time reporting cutoff?
Answer: 7PM on Monday following pay period just completed.

3) What is the normal vacation accrual date for monthly staff?
Answer: First day of the month.

4) What is the normal vacation accrual date for biweekly staff?
Answer: Sunday of the pay period that goes into the upcoming month. An example is for the July 2013 accrual. It is accrued by staff on Sunday 6/23/13 or for pay period 6/23/13-7/6/13.

5) How much vacation time does a monthly employee accrue per month?
Answer: 16 hours (prorated by FTE) A .8 FTE employee would accrue 12.8 VAC hours a month.

6) How much vacation time does a biweekly employee accrue per month?
Answer: 0-5 years = 8 hours/month; 5-8 years = 12 hours/month; 8 + years = 16 hours/month. (Prorated by FTE) A .8 FTE biweekly employee of 2 years would accrue 6.4 VAC hours.

7) What is the payroll office’s standard cutoff to request an off cycle check for direct deposit?
Answer: Thursday’s at 11AM.

8) What is the pay date for monthly employees?
Answer: Weekday (Mon-Fri) closest to the last day of the month. Example is in August 2013. The pay date is Fri Aug 30 as it is the closest weekday to actual last day of the month Sat Aug 31.

9) How much short-term sick time does an employee receive? Does it renew?
Answer: Staff get up to 120 hours per year prorated based on their FTE. A .8 FTE employee will get 96 short term sick hours. It renews on the employees date of hire.

10) How many "no pay" hours does an employee need to have before losing any of their vacation accrual?
Answer: Over 7 days of no pay equals 1/2 accrual cut and 15 days or more of no pay equals to a full accrual cut for a particular month. An example is if in the month of July a full-time employee has 80 hours of no pay, once the month of July ends, the payroll office will deduct 1/2 of their normal monthly accrual. Please refer to the reduction chart in the Timekeeper Toolkit for further info.
11) How can a department prevent an overpayment for a terminated employee when the termination isn’t loaded in Wolverine Access yet?

Answer: Add the time reporting code excused time without pay (ETW) on any days that the terminated employee would have normally worked after their last day worked. For example if an employee’s last day of work was 7/10/13, they normally work five eight hour days, for pay period 7/7/13-7/20/13 you would add 8 hours of ETW from 7/11/13 thru 7/20/13 to prevent this terminated employee from being paid beyond their last scheduled work day (7/10/13).

12) What is the maximum vacation balance that a monthly employee can have in their leave banks?

Answer: For a full-time monthly (exempt) employee the max vacation balance is 400 vacation hours. It is prorated by FTE. For example, a .6 FTE monthly employee the max balance is 240 (400 times .6) vacation hours. Once this max vacation amount is reached the employee can no longer accrue vacation time until they use some vacation time. This amount is the maximum amount on the maximum balance chart plus 1 additional month. Please refer to the maximum balance chart in the Timekeeper Toolkit for further details.

13) In this example below what is the correct way to report this employee’s biweekly timesheet for Monday? Their normal schedule is a 40 hour or 1.0 FTE weekly appointment. The employee’s schedule was:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worked 10 hours</td>
<td>8 REG</td>
<td>4 REG</td>
<td>8 REG</td>
<td>8 REG</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 SCL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Answer:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 REG</td>
<td>8 REG</td>
<td>4 REG</td>
<td>8 REG</td>
<td>8 REG</td>
</tr>
<tr>
<td>2 OTR (overtime 1.0 rate)</td>
<td></td>
<td>4 SCL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You would report 8 REG and 2 OTR on Monday as employee has yet to work 40 hours in the week. Once they have worked 40 hours in a week any additional hours to follow would be reported as OTP (overtime premium 1.5 rate). Since these hours on Monday are prior to the employee working 40 hours in a week it is reported as OTR (overtime regular 1.0 rate).