

# Coffee Talk with HRIS Summary: One-Time Pay Scenarios July 8, 2021

## One-Time Pay Scenarios

### Presentation

#### One-Time Pay Scenarios

- MAPs authorizing a one-time payment for worked hours should be for hours worked within **ONE** bi-weekly pay period only.

BI-WEEKLY PAYROLL SCHEDULE 2021/2022						
Pay Period Begin	Pay Period End	BW	Authorizations Due in HR (generally Fridays)	EE Time Sheets SUBMIT by 10 pm (generally Mondays)	EE Time Sheets APPROVE by 10 pm (generally Wednesdays)	Payday
Summer Term begins 6/21/21						
6/13	6/26	14	June 25	June 28	June 30	7/9/21
6/27	7/10	15	July 09	July 12	July 14	7/23/21
7/11	7/24	16	July 23	July 26	July 28	8/6/21
7/25	8/7	17	August 06	August 09	August 11	8/20/21
8/8	8/21	18	August 20	August 23	August 25	9/3/21
8/22	9/4	19	September 03	September 07	September 08	9/17/21
Summer Term ends 9/5/21						

- Authorizing a one-time payment for hours worked across multiple pay periods doesn't align with regulations.
  - i.e. HRIS **cannot** process a MAP authorizing a one-time payment for a Curriculum Development job that starts June 13<sup>th</sup> and ends September 4<sup>th</sup>, with just one paycheck being cut on September 17<sup>th</sup>.

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- Work that occurs over more than one pay period must be paid in each pay period they work and SHOULD be set up as a **timesheet job**.
  - i.e. A part-time instructor is slated for Curriculum Development work for the entire Summer term.
  - They should submit timesheets for hours worked within each pay period throughout the Summer term.

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## Non-Timesheet Driven Jobs Occurring in More than One Pay Period

- If the department wishes to set up a NON-Timesheet driven job for professional level work for part-time instructors for more than one pay period, they may have the option to set up the job with paychecks provided for each pay period if the following applies:
  - The number of hours does NOT vary from pay period to pay period and the total amount of pay is evenly distributed across each paycheck / pay period.

## How to Complete a MAP for a One-Time Pay Scenario and for a Non-Timesheet Driven Job

### One-Time Pays

- To set up a one-time payment job on a MAP, be sure to include 'One-Time Pay' in the description while completing the 'Other' box.

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- Section 2 should include the pay rate, total number of hours, and total amount to be paid to the employee on their one-time paycheck.

CHANGES TO <i>EXISTING</i> JOB		OTHER
<input type="checkbox"/> Job Labor Account Override on suffix no. _____		<input checked="" type="checkbox"/> Other (explain) Curriculum Development - Trade Extension (One-Time Pay)
Position No. 998616		Dept ORG Code C40613
<b>SECTION 2 - NEW/CHANGING JOB CHECKED ABOVE OR INCREASE OF JOB HOURS</b>		
Job Title/Description Curriculum Development - Trade Extension		
Work Performed From 6/3/21	Work Performed To 6/26/21	Hourly Rate x Hours Authorized = Total Pay (only if new or changing hours) \$32.78 x 10 hrs = \$327.80

One pay period only

## Non-Timesheet Driven Jobs in More than One Pay Period

- MAPs authorizing NON-Timesheet driven jobs that occur in more than one pay period should include the following in the job description:
  - “This work is being performed over (X) bi-weekly pay periods at (number of hours per paycheck) per pay period, no timesheets necessary.
- NOTE: The total authorized amount will be evenly divided up between the pay periods included in the work window.
  - i.e. In the sample below, the employee will be paid for 2.55 hours on each paycheck (\$500 total pay divided by hourly rate of \$32.78 equals 15.3 total hours. 15.3 total hours divided by six paychecks equals 2.55 hours per paycheck).

<input type="checkbox"/> Academic Professional Teaching-NOT part of their AP job (overload)		
CHANGES TO <i>EXISTING</i> JOB		OTHER
<input type="checkbox"/> Job Labor Account Override on suffix no. _____		<input checked="" type="checkbox"/> Other (explain) Curriculum Development. This work is being performed over 6 BW pay periods at 2.55 hours per pay period. No timesheets necessary.
Position No. 98616		Dept ORG Code C40316
<b>SECTION 2 - NEW/CHANGING JOB CHECKED ABOVE OR INCREASE OF JOB HOURS</b>		
Job Title/Description Curriculum Development - Trade Extension		
Work Performed From 6/3/21	Work Performed To 9/4/21	Hourly Rate x Hours Authorized = Total Pay (only if new or changing hours) \$32.78 x 15.3 hrs = \$501.53

Six pay periods

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## Q & A Session

The following questions are grouped into categories based on what the questions relate to.

### Timesheets and Paychecks

**Q: Do instructors have to turn timesheets in at the end of each pay period?**

A: For instructional hours, part-time instructors do not submit timesheets. For non-instructional hours, part-time faculty should turn in timesheets for each worked pay period **unless** for a non-timesheet driven position. See examples above.

**Q: If an instructor accidentally misses a pay period and turns in two timesheets at the end of one pay period, will payment for both timesheets be included in one paycheck, or will they receive two separate paychecks; one for each timesheet?**

A: They will receive payment in accordance with payroll's process. Pending on the situation, they may receive one paycheck or two separate paychecks.

**Q: Can instructors track worked time on a separate timesheet for each pay period but turn all the timesheets in at once?**

A: No. Doing so is not in alignment with regulations. Employees must be submitting timesheets at the due date for each pay period in which they worked. Payment must be going out to employees at the end of the pay period in which work was performed.

**Q: If instructors don't submit timesheets for their hours until at the end of their job, even if not in alignment with regulation, does PCC still have to pay them?**

A: Yes, PCC must still pay them. What they are doing however, is against regulations and it is the department's responsibility to correct it. Fines to the college may occur without correction.

### How to Set Up a Job

**Q: If a Coordinator both instructs a class and does Curriculum Development, how should their pay be set up?**

A: The class should be set up on the NWRINAS. Curriculum Development counts as an entirely separate job and must be set up using a MAP.

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**Q: If an instructor only teaches two hours (one day) of an 80-hour class, should it be set up on a NWRINAS, even if it means they'll only be paid for two hours across six separate paychecks? Or should it be set up as a one-time payment on a MAP instead?**

A: The instructor should be assigned the correct percentage of responsibility in **SSASECT** during schedule entry and set up on the NWRINAS for the class. But since there's no point in paying someone two hours over six pay periods, on the NWRINAS, cross out the pay hours, cross out the work date(s) and type in the correct number of pay hours and the correct work date(s).

**Q: How do you enter the percentage of responsibility into SSASECT if the percentage of responsibility isn't a whole number, for example, 2.6%? Banner only allows whole number percentages of responsibility.**

A: On the NWRINAS report, cross out the pay hours and type in the correct pay hours.

**Q: If a department needs to set up an employee for 10 hours of special project work that will probably occur throughout two or three pay periods, should the department submit a MAP for a non-timesheet driven job?**

A: The department should set the employee up for a timesheet driven job via the SPPRO EPAF. If the department is absolutely certain the employee will work the ten hours on the Special Project, they can set up a non-timesheet driven job that will pay automatically on a MAP. Be sure to include in the MAP that the ten hours will need to be split up evenly amongst the worked pay periods.

**Q: Does the MAP need to be submitted before the work begins?**

A: If you know when the work will begin, then yes, submit the MAP before it begins so they can be paid on time.

**Q: Why wouldn't you set up a job with an EPAF versus a MAP and request a paper timecard?**

A: There are instances where jobs are simply not timesheet driven, in which case, a MAP is needed to set up automatic paychecks for work that doesn't vary across different pay periods.

**Q: If an employee is authorized up to 50 hours of work throughout the whole term, but they don't know when they'll be doing the work, how should that be set up?**

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A: The job should be set up as a timesheet job. Use an EPAF for Special Projects, Librarian, Counseling or Tutoring jobs. Use a MAP for Curriculum Development jobs or other jobs (after speaking to HR).

**Q: What should the start date and end date be on a MAP if the employee doesn't know when they'll start the job?**

A: In this scenario, the manager should set up a working timeframe with the employee. The job authorization (MAP or EPAF) should cover that timeframe.

## **Instructors Who Don't Cooperate**

**Q: What can a department do if instructors simply won't act within regulations, regardless of the admin's efforts to have them submit timesheets on time?**

A: The program dean or manager should get involved and discuss with employees not acting within compliance how they must change their process for submitting timesheets to be within regulations.

**Q Who's responsible if an instructor does not act within regulations?**

A: It is the program dean or manager's responsibility for ensuring timesheets are submitted by the applicable pay period deadline. If PCC is fined, PCC pays the fine. The employee is not at fault. If an instructor reports to Oregon Wage and Hour that PCC didn't pay them within 35 days of their work, PCC as a whole will be under investigation.

**Q: When a part-time instructor absolutely refuses to submit timesheets and only informs the department of their worked hours after they've performed them, how does the department get them paid?**

A: Employees must be submitting timesheets for worked hours as the work progresses throughout pay periods. If this is an issue, the department needs to get the program dean or manager involved to ensure the employee is acting within regulations. If a part-time instructor is assigned a Special Project, it may be beneficial to communicate that to the program dean.

If submitting a MAP to authorize late pay for an employee, be sure to include the correct timeframe in which the work was performed.

**Q: What should a department do if a part-time instructor won't notify them that they've performed work until much later after work was completed?**

A: Program deans are responsible for performance management and assessment.

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## Manager Involvement

**Q: What if the program dean and the chair don't notify the admin until after the fact that an instructor needs to be paid for a job?**

A: This sounds like the department's HR Representative needs to get involved and talk to the dean and chair about how jobs should be set up for payment. Payroll won't reach out to the department first if a timesheet is late, they'll reach out to HR.

If submitting a MAP to authorize late pay for an employee, be sure to include the correct timeframe in which the work was performed.

**Q: How can an admin handle situations where deans and chairs won't influence instructors to submit timesheets on time?**

A: This sounds like it would be beneficial for HRIS to have a conversation with the HR Representatives to speak with the dean.

**Q: Can HR have a training with the deans, managers and chairs on these processes and their legality, including what information needs to be provided to admins and by when? With the reorganization, it seems a transition in management is a fitting time to train management.**

A: Yes, HR is working on management training.

## Announcements

1. EPM's (Exceptional Pay Memos) still need to be signed by Executives, not Managers. This didn't change with the reorganization.

PCC's current Executives are:

- Lang, Heather: VP/Student Affairs
- Kelley, Sylvia: VP/District
- Ho, Katy: VP/Academic Affairs
- Blumenthal, Eric: VP/Finance & Administration

2. All of the reporting in Academic Affairs (i.e. all Faculty) has changed due to the new Program Deans being put into place. We are working on all the Banner changes and hope to be done by the end of next week (July 16th). That means timesheets will be broken until we get that department's new reporting entered. We are about 40% done. Submit paper timesheets in the meantime.

**Update (7.19.21):** Program deans have been asked to check the routing and give feedback on anything that may still be askew.



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3. HRIS is still receiving MAPs requesting cancellation of an instructor's pay. Please use [the eAUTH form](#) to cancel or reduce an instructor's pay for a class. This also includes cancelling or reducing pay for classes that haven't been assigned a suffix number yet.