WMU Workflow Newsletter

September 2013

Reporting Work Hours

Hourly (Non—Exempt) Employees

The Fair Labor Standards Act (FLSA) requires the University to maintain certain records for all non-exempt employees, including hours of employment.

Completing a Timesheet:

- Report time on a daily basis
- Report actual hours worked each day
- Time reports must match the biweekly time reported in Kronos
- Time reports must be signed by the employee and the supervisor
- The employee must initial any changes made to his/her timesheet.

IMPORTANT CONTACTS

Budget
387-4275
Human Resources
387-3620
Hr-hris@wmich.edu
Payroll
387-2935
Provost
387-2380

HOT NEW PROCESSES! Changes ahead for:

- **Temporary Appointments**

TEMPORARY APPOINTMENTS

To ensure we are in compliance with labor laws and to more systematically track hours worked by temporary employees, beginning October 28, 2013, all **non-faculty** temporary appointments at Western Michigan University must be processed as non-exempt (hourly) appointments.

Appointments included in this requirement include:

- Temporary employees who hold only a temporary position. Use TA form appointment type of H01 for non-benefit eligible employees
- Benefits-eligible staff employees who hold a temporary position in addition to their regular assignment. For these employees, their regular benefits-eligible position may be either salaried or hourly, but in all cases their temporary position will be paid on an hourly basis. Use TA form appointment type of H00 for benefit eligible employees.
- The S04 (salaried non-benefit eligible) TA form appointment type will no longer be available as of 10/28/13.

EXCEPTIONS to TEMPORARY HOURLY APPOINTMENTS

The following temporary appointments are excluded from the hourly appointment requirement, in accordance with collective bargaining agreements:

- Additional and overload appointments for AAUP faculty
- PIO faculty appointments
- Graduate assistantship appointments
- Additional appointments for senior administrative officers holding faculty rank. Use the S02 TA form appointment type.

A workshop detailing this change for electronic workflow users will be held on **Tuesday, Oct. 22, at 10 a.m., in the Bernhard Center, Room 205**.

Please visit Workshops and Events to register : https://wapps.wmich.edu/workshops/

- Once logged in select "Workflow Changes to Temporary Appointments."

OVERTIME and TEMPORARY APPOINTMENTS

If an employee's primary job is non-exempt (hourly), WMU is required to pay overtime for any hours over forty worked in a single work week.

- Overtime must be paid at one and one-half times the employee's regular hourly rate.
  - All overtime hours must be pre-authorized by the employee's supervisor.
  - Overtime hours **not** authorized **must still be paid**.
- Work done by an hourly employee for a different department counts towards weekly hours worked.