Policies for Temporary Employees

Temporary Positions (formerly known as Hourly Positions)
Temporary 1.1

Effective: July 1, 2013
Last Updated: July 11, 2013

Responsible University Office: University Human Resources
Responsible University Administrator: Vice President & Chief Financial Officer
Policy Contact: University Human Resources

Scope

This policy applies to all Temporary positions (formerly Hourly) in all associated employee categories at Indiana University, including the following and any other Temporary category established:

- AmeriCorps (HA)
- With Retirement (HP)
- Regular (HR)
- Student (HS)
- Workstudy (WSU)

Temporary positions are generally considered for temporary part-time work; with pay through the University’s biweekly payroll. (Units with a full-time work need should consider establishing an Academic or Staff position, with review and approval of department and RC heads.)

Policy Statement

1. Employees in a Temporary position are considered part-time and departments are to limit the number of hours worked:
   a. Through September 28, 2013 (the end of a biweekly pay period), the number of hours worked per pay period are not specifically limited.

http://www.hr.iu.edu/policies/temporary/positions.html

7/11/2013
b. Effective September 29, 2013, the number of hours worked shall be no more than 116 hours over two consecutive biweekly pay periods (4 weeks), including regular and overtime hours, across all jobs and units.

i. To avoid exceeding the above “116 hour limit,” units may want to set a limit of 58 hours in a bi-weekly pay period, with any excess hours adjusted in the following biweekly pay period. *Example: For a Temporary employee who works 80 hours during a bi-weekly pay period, then he/she is limited to working no more than 36 hours during the following bi-weekly pay period.*

ii. Alternative for summer employment: A Temporary employee may be employed during the summer for up to 40 hours per week and up to six consecutive bi-weekly pay periods (12 weeks), if all of the following conditions are applied:

1. The Temporary employee will be separated from the University at the end of the “six bi-weekly pay periods worked” and will not work in any other part-time position for the following six consecutive bi-weekly pay periods (12 weeks), including part-time Academic, Staff, and Temporary positions or will be immediately transferred to a full-time Staff or Academic position.

2. Specific approval for this alternative is obtained from the University Human Resource office, which will track and monitor the employment of these employees.

2. Employees in any Temporary position, except Temporary with Retirement (HP), are not permitted to work more than 999 hours during a calendar year, including all regular and overtime hours aggregated across all jobs across all University units.

a. If the 999-hour threshold is exceeded in the calendar year, or if an employee holds or has held a Temporary with Retirement (HP) position in the calendar year, then all the positions in which the individual is employed for the remainder of the calendar year must be established as Temporary with Retirement (HP) positions. (Once the “999-hour” limit is reached, an individual cannot work any further that calendar year unless all positions in which he or she is employed are covered by the University’s retirement plans.)

3. Effective 2014, employees in Temporary with Retirement (HP) positions are not permitted to work more than 1,508 hours during a calendar year, including all regular and overtime hours aggregated across all jobs across all University units. (Employees in a Temporary with Retirement (HP) position are eligible for retirement program coverage; including participation in the University’s base plan for such employees and the University’s two supplemental retirement plans.)

4. Hours worked while qualifying for a student exemption to FICA, in accordance with Federal tax law, does not count toward participation in IU-sponsored retirement plans. (Generally, Temporary employees who are enrolled and regularly attending classes at IU may qualify for this FICA exemption.)

5. Departments with a work need of more hours than specified by the above limits should consider establishing a new Staff position, and then follow normal University policy for filling that position. (Requires review and approval of department and RC heads; with funding covered by current base budgets.)

6. All Temporary employees are required to record hours worked in the University’s time keeping system, TIME, or another University-approved timekeeping system, using synchronous mode (clocking in and out to record actual time worked).
7. Departments must terminate an employee from a Temporary position after the employee has not worked any hours during six consecutive bi-weekly pay periods.

Definitions

Temporary Position Categories

- **AmeriCorps (HA):** when the funding of the hours expected to be worked is provided in total or in part from an AmeriCorps award or contract

- **With Retirement (HP):** when the total number of hours worked is expected to be more than 999 hours during a calendar year (cannot exceed 1,508 hours in a calendar year, starting 2014)

- **Regular (HR):** when the total number of hours worked is expected to be less than 1,000 hours during a calendar year (cannot exceed 999 hours in a calendar year)

- **Student (HS):** when the hours expected to be worked are expected to qualify for an exemption to social security tax withholdings in accordance with federal tax laws (reference IU Financial Policy, Student Social Security Tax Withholding Exemption)

- **Workstudy (WSU):** when the funding of the hours expected to be worked is provided in total or in part from a Workstudy financial aid award

Sanctions

Managers, supervisors, and employees who violate this policy are subject to disciplinary action, up to and including termination.

Web Address for this Policy

hr.iu.edu/policies/temporary/positions.html

Related Information

Filling Temporary Positions (formerly Filling Hourly Positions)
hr.iu.edu/policies/temporary/filling.html

Establishing Staff Positions hr.iu.edu/policies/uwide/establishing.html

Student Social Security Tax Withholding Exemption FIN-PAY-IV-230 at policies.iu.edu

History

This policy replaces Hourly Positions of January 1, 2010.

Additional Contacts

http://www.hr.iu.edu/policies/temporary/positions.html 7/11/2013
Temporary employment information
UHRS
812-855-1286
recben@indiana.edu
The "Employee Active Job Lookup" tool is now available in OneStart. This tool can be used during the hiring process as a way to become aware of other active jobs that a potential new hire may have at Indiana University. This tool can be found in OneStart on the main Services Tab, just below the Human Resources section of the page (see screenshot below). The tool is available for use by all active employees. In order to use the tool, the user must have either the employee's name and date of birth, or their employee ID. The job record number, campus, department, type of job (salary plan), standard hours (where applicable), and last paid date will be listed in the results for each active job.

Feel free to share this information with others in your unit. Additionally, we will be sending this notice to all active HR E-Doc Initiators. Please direct any questions you have about this tool to the HRMS Support Center (http://www.indiana.edu/~uhrs/hrms/support/).
About This Policy

Effective Date:
11-01-2009

Last Updated:
07-14-2013

Responsible University Office:
Financial Management Services

Responsible University Administrator:
Vice President and Chief Financial Officer

Policy Contact:
Mary Byrde
Director, Payroll and FMS Support
mbyrde@indiana.edu

Related Information

* IV-270, Recording of Timekeeping in TIME

Scope

Policy Statement

Reason For Policy

Procedure

Definitions

Additional Contacts

History

Scope

Policy applies to all non-exempt staff, those who supervise non-exempt staff, fiscal officers and payroll processors.

Policy Statement

All hourly, student hourly, appointed biweekly staff and professional overtime eligible staff shall record hours worked daily at the end of the work day. They can enter their hours by use of the TIME electronic timekeeping system or by use of a previously approved electronic timekeeping system. Biweekly paid and professional overtime eligible appointed staff shall also record the use of benefit hours used and all absent hours, whether with or without the accrual of benefit hours.

All employees are responsible for accurately recording their time worked and will not allow anyone else to record their time. It is also impermissible to record time for anyone else. It may be necessary for TIME approvers and/or payroll processors to adjust time and attendance to correct any errors or omissions in order to provide timely and accurate payments. It is impermissible for any TIME approvers or payroll processor to intentionally or knowingly approve false records. Once timesheets are approved, a chain of custody must be maintained until timesheets are recorded in the university payroll system. The department's fiscal officer has responsibility to establish proper procedures and ensure adequate controls.
Reason For Policy

Objective of policy is to account for the recording of hours worked, benefit hours, absent hours and minimum wage requirements.

Procedure

Employees using an electronic timekeeping system who are scheduled to begin work at the hour or half-hour shall record their time as close as possible to the begin and end time of the employees' workday but no greater than three minutes before the start of the workday and no more than three minutes after the end of the work day, unless the employee has the supervisor's prior permission to work extra time. Employees scheduled to work at times other than the hour or half-hour should talk to their supervisor to determine the proper window for clocking in and out.

Time sheets must be signed by the employee and approved and signed by a supervisor having direct knowledge of the work of employee(s). Time recorded on an electronic timesheet in the TIME system or a previously approved timekeeping system and approved by a supervisor will satisfy the requirement for a signature under this policy.

Definitions

TIME Approver: Person who has direct knowledge of and approves staff member's recorded hours in TIME electronic timekeeping system.

Additional Contacts

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<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy, TIME system usage</td>
<td>Mary Byrde</td>
<td>812.855.3274</td>
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<td><a href="mailto:ldingram@ku.edu">ldingram@ku.edu</a></td>
</tr>
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History

Previous policy included information for those employees recording their time on attendance records. Attendance records no longer exist so the policy was revised to address that change.