

Procedure Number: HR006

Rick Evans

Rick Evans, Executive Director

Title: Procedure for Tracking Employees Over 30 Hours

Date: December 3, 2014

Last Revision: November 15, 2022

Purpose

Due to the healthcare reform, employees who work an average of over 30 hours in a week may need to be offered medical benefits. This procedure would enable The University Corporation to monitor the hours of employees that are not currently receiving benefits.

Procedure

1. Payroll department will run a report after every payroll that will indicate which employees who are not currently benefited are working over 30 hours a week.
 - a. Payroll will review this report, pull timesheets and verify that the employee who showed up on the report worked over 30 hours in a week.
 - b. The report will be divided into one report for Sponsored Programs and one report for Agency accounts.
2. Payroll will send these reports to the Director of Sponsored Programs, Associate Director of Accounting, and Associate Director of Human Resources and then be distributed to the appropriate liaison or HR staff.
3. Sponsored Programs will contact the appropriate Principal Investigator (PI) via email to notify them of the employee/employees that are working over 30 hours a week. The HR Technician will follow up with anything that isn't a grant.
 - a. The PI will be contacted to advise them that medical coverage will be given to the employee in question.
 - b. The PI will advise on the situation and HR will make the final decision regarding the benefits.



This is the message we send to PI's via Smartsheet. We include project number, employee name, job title, classification, pay date, payroll week (number of hours).

The University Corporation (TUC) Payroll department has informed us that the employee(s) below has/have exceeded 29 work hours in one week on the dates specified below.

According to Affordable Healthcare regulations, any employee working an average of 30 hours or more a week is considered a full-time employee and, therefore must be offered medical benefits.

Please contact tuchr@csun.edu and kindly inform them if the increased work hours are only temporary or if the status of the employee has changed.

Please be aware that if TUC Human Resources does not receive any clarifying information and the employee continues to exceed 30 hours a week, TUC is required to contact the employee and offer benefits. This will impact the costs charged to your project.

Thank you for your assistance in this matter.

Regards,

TUC Research & Sponsored Programs, Post-Award