



WSU Resources & Responsibilities

Who to contact for Non-Academic Attendance Questions

09/14/2015

WSU Contact	Support Available
<p>Manager <i>It all comes down to you! Should questions arise about your responsibilities, reach out to your manager or your HR Consultant.</i></p>	<p>Manager responsibilities include:</p> <ul style="list-style-type: none"> • Ensure that all employees have reviewed WSU's APPM 3.0.11 Attendance Standards for Non-Academic Employees and Non-Represented Academic Employees as well as eligibility for time-off in accordance with their collective bargaining agreement or non-represented manual • Establish and communicate call-in procedures • Track/monitor employee time off • Verify and approve timesheets submitted in Web Time Entry • Designate a proxy for Web Time Entry approvals in your absence • Submit time exception reports or late paper timesheets when necessary • Review bi-weekly the Attendance Tracking System (ATS) Occasions Report for employees nearing non-compliance for absenteeism with WSU's attendance policy (note this report does not track tardiness) • Post WSU's APPM 3.0.11 Attendance Standards in visible location • Request medical verification from employees not in compliance with the WSU attendance policy • Consult with HR Consultant prior to initiating disciplinary action for a non-academic, non-represented employee • Consult with Labor Relations before initiating disciplinary action for a non-academic, represented employee • Administer discipline after appropriate consultation
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<p>HR Consultant (HRC) <i>A good first point of contact for non-academic, non-represented attendance, leave and non-represented non-exempt employee overtime questions and counsel. Also shares guidance for new non-academic employees during their probationary period. Always contact your HRC prior to taking disciplinary action for non-academic, non-represented employees.</i></p>	<p>Your HRC can help:</p> <ul style="list-style-type: none"> • Ensure policy and collective bargaining agreement compliance • Provide labor law guidance (in partnership with Labor Relations and as needed, Office of Equal Opportunity and Office of General Counsel) • Share guidance for attendance and leave management • Support leave administration (in partnership with FMLA Source for Family Medical Leaves) <p>Policies that may be helpful to reference:</p> <ul style="list-style-type: none"> • 3.0.11 Administrative Policy and Procedure Manual, Attendance Standards for Non-Academic Employees and Non-Represented Academic Employees

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<p>Click here for contact information</p>	<ul style="list-style-type: none"> • 4.1.2 Administrative Policy and Procedure Manual, Overtime • 3.3.6 Administrative Policy and Procedure Manual, Leave of Absence • 3.4.5 Administrative Policy and Procedure Manual, Family and Medical Leave Act • Personnel Manual for Non-Represented Employees NRM 2.3, Leaves of Absence • Personnel Manual for Non-Represented Employees NRM 1.17, Progressive Corrective Action
<p>HR Administrator (HRA) Will upload documentation into AppXtender as needed. Click here for contact information</p>	<p>Your HRA will help to upload:</p> <ul style="list-style-type: none"> • Medical verification documentation • Disciplinary documentation
<p>Labor Relations <i>Always contact Labor Relations for represented, non-academic (unionized) employee attendance, leave or overtime questions and prior to taking any disciplinary action.</i></p>	<p>Labor Relations responsibilities:</p> <ul style="list-style-type: none"> • Advise and counsel departments relative to all contracts, conduct, behavior, investigations, and appropriate discipline • Negotiate and interpret contracts • Grievance administration • Represent WSU in binding arbitration, MERC and other hearings
<p>Labor Relations (cont.) Contact Labor Relations at 313-577-2081</p>	<p>Labor Relations is responsible for the below bargaining unit employees. Click here for a link to contracts.</p> <ul style="list-style-type: none"> • UAW Staff Association 2071 • UAW Professional and Administrative (P&A) Local 1979 • AFSCME Local 1497 • Michigan Building and Construction Trades Council • Unite Here! Local 24 (Janitors) • Unite Here! Local 24 (Housekeepers) • Operating Engineers • Service Employees International Union SEIU 517M • Police Officers Labor Council
<p>Business Affairs Officer (BAO) <i>Be sure to check with your BAO prior to approving overtime to confirm that the budget is loaded with funds to support it.</i> Click here for contact information</p>	<p>Your BAO will:</p> <ul style="list-style-type: none"> • Provide the Attendance Tracking System (ATS) Occasions Report on a regular schedule as previously communicated, or upon request • Provide the Cumulative Labor Distribution Report to show regular paid hours and overtime hours reported for a particular pay period • Provide support with Leave Reports such as The Leave Balances report • Assist with Web Time Entry related issues (e.g. unable to see timesheet, extraction of WTE hours, etc.), prior to escalating the matter to FBO

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	<p>Functional Systems Support.</p> <ul style="list-style-type: none"> Assist with submissions of corrections for incorrectly coded hours (e.g. FMLA, illness, etc.)
<p>Payroll <i>Your Client Services team can also be a liaison for pay process questions.</i> Contact Payroll at 313-577-2138</p>	<p>Payroll can help:</p> <ul style="list-style-type: none"> Provide Web Time Entry coding support and guidance Process manual checks Void checks Process late, paper timesheets Provide guidance on timesheet correction Facilitate back pay/retroactive pay as needed
<p>FMLASource <i>WSUs Third-Party Administrator for Family and Medical Leaves</i></p>	<p>FMLASource Responsibilities:</p> <ul style="list-style-type: none"> Administer FMLA in accordance with the FMLA Act of 1993 and WSU's FMLA Leave policy and/or applicable collective bargaining agreement
<p>FMLA Source (cont.)</p>	<ul style="list-style-type: none"> Emails BAO or designated person when an employee requests a FMLA form and when a decision is made Review employee certification information Provide employee with "Notice of Eligibility and Rights and Responsibility FMLA" within 5 business days after employee request Provide employee and BAO with written "Designation Notice" (decision) for FMLA leave request within 5 business days of complete certification from employee Manage FMLA leave request in accordance with "Designation Notice" Request employee recertification and "Annual Medical Certification" Conduct a "Peer to Peer" review with employee's healthcare provider upon HRC request
<p>Total Compensation & Wellness (TCW) <i>Contact a TCW Customer Service Associate at 313-577-3717</i></p>	<p>TCW can help:</p> <ul style="list-style-type: none"> Answer questions about leaves of absence – including Family Medical Leave, Short-Term Disability and Unpaid Leaves of Absence Share resources about WSU wellness programs – including Wellness Warriors, Employee Assistance Program and Flu Shots on Campus