Affordable Care Act (ACA) and PAR Forms

ACA, ePAR, account codes and more!
Welcome & Housekeeping Notes
Objectives

- Describe new account codes
- Provide direction on classification of part-time work
- Clarify usage of MOUs
- Identify best practices for utilizing part-time employees
- Explain ePAR security/routing
- Use of ePAR vs paper PAR
- Demonstrate the ePAR
Purpose

• Why?
  • The Affordable Care Act
  • Employer shared responsibility
  • Market place letter
  • Redefining full time for purposes of health insurance eligibility
  • DHRM and the Manpower Control Act

• Who?
  • All part time employees who work 30 hours or more per week
  • JMU process to identify hours of work
  • Reasonable methods for calculation

• What?
  • Adjunct calculations and AA position paper
  • ePAR functionality
  • New account codes
New Part-Time Descriptions and Account Codes
<table>
<thead>
<tr>
<th>Type</th>
<th>Account Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage</td>
<td>114100</td>
<td>Non-covered position 29 hours/wk. Ave. (1500 total) Hours tracked through JMU Time Entry System Hourly pay</td>
</tr>
<tr>
<td>Recurring Non-Teaching</td>
<td>RNT 112130</td>
<td>Non-covered salaried position 1-19.9 hours/wk. (under review) Regular schedule Position is recurring MOU required</td>
</tr>
<tr>
<td>Temporary Non-Teaching</td>
<td>TNT 114530</td>
<td>Non-covered salaried position Short-term/Less than 9 months Not rehired annually May return to another job in the future. MOU required</td>
</tr>
<tr>
<td>Part-Time Salaried Non-</td>
<td>PTS 112140</td>
<td>Covered position (VRS only) 20 – 29.9 hours/wk. Eligible for health benefits at full cost to the employee. Eligible for life insurance 9, 10, 11, 12 month position Renewable VP Approval Required MOU required Own position number</td>
</tr>
<tr>
<td>Quasi-Full-Time Non-</td>
<td>QNT 112160</td>
<td>Covered Position 30 – 39.9 hours/wk. Eligible for FT state benefits 9, 10, 11, 12 month position Renewable VP Approval Required Own position number</td>
</tr>
</tbody>
</table>
Before hire:

- **Consider: Does the individual have another job on campus?**
  - If so, is it part-time or full-time?
  - How many hours per week?
  - Must consider the hours for any term’d part-time jobs in the current measurement period.

- **Call your HR Consultant to determine how the position should be classified.**
  - What are the duties and responsibilities of the job?
  - Working Title
  - Pay rate
  - Is the position temporary or on-going?
  - How many months will the employee work?
  - Is the employee a retiree from the state?
  - Can this be a wage position?
Memo of Understanding (MOU):

Ensures that the employee:
- Understands the employment relationship
- Understands the hours limitation (weekly & projected)
- What benefits might come with the position
- Salary
- Supervisor and employee must sign
- Original sent to HR within 7 days

Each part-time job needs an MOU (not wage, adjunct)

Adjunct Template
HR Consulting Services

Human Resources
568-2296

Shea Tussing
  tussinsd@jmu.edu
  8-8056

Michelle Small
  smallml@jmu.edu
  8-2992

Sandra Anderson
  anderssk@jmu.edu
  8-3973

Jenny Toth
  tothjm@jmu.edu
  8-3968

Andrea Kiser
  kiserar@jmu.edu
  8-6591

Steve Hedrick
  hedricsm@jmu.edu
  8-2997
ePAR Routing/Security,
ePAR vs. Paper PAR,
ePAR Demonstration
ePAR Routing/Security Framework

Non-student Employees

- Onboard
- Dept Appr 1
- Dept Appr 2
- AVP/Dean
- VP/Provost
- HR
- Payroll

Student Employees

- Dept Appr 3
- Dept Appr 4
- AVP/Dean-Students
- VP/Provost-students
- SWEC
- Payroll
# ePAR vs. Paper PAR Handout

## When to use ePAR vs. Paper PAR

**Last Update Date: 7/24/2014**

### These actions are submitted on an ePAR

<table>
<thead>
<tr>
<th>Personnel Action Type</th>
<th>ePAR Form</th>
<th>Classified</th>
<th>A/P Fac</th>
<th>Instr Fac</th>
<th>Adjunct (not summer)</th>
<th>Wage</th>
<th>TNT</th>
<th>RNT</th>
<th>FTS</th>
<th>QNT</th>
<th>Student - Inst/FWS</th>
<th>Grad Asst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire - new to JMU</td>
<td>Hire</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Coming soon</td>
<td>Coming soon</td>
<td>Coming soon</td>
<td>✓</td>
<td>Coming soon</td>
</tr>
<tr>
<td>Rehire</td>
<td>Hire</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Coming soon</td>
<td>Coming soon</td>
<td>Coming soon</td>
<td>✓</td>
<td>Coming soon</td>
</tr>
<tr>
<td>Transfer</td>
<td>Hire</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Coming soon</td>
<td>Coming soon</td>
<td>Coming soon</td>
<td>✓</td>
<td>Coming soon</td>
</tr>
<tr>
<td>Terminate an employee</td>
<td>Status Change</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Coming soon</td>
</tr>
<tr>
<td>Place on leave</td>
<td>Status Change</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Return from leave</td>
<td>Status Change</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Salary change</td>
<td>Job Change</td>
<td>n/a</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>n/a</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Coming soon</td>
</tr>
<tr>
<td>Working title change</td>
<td>Job Change</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Coming soon</td>
</tr>
<tr>
<td>Reports to/Supervisor change</td>
<td>Job Change</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Coming soon</td>
</tr>
<tr>
<td>Contract extension (extend term date)</td>
<td>Job Change</td>
<td>n/a</td>
<td>n/a</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>n/a</td>
<td>n/a</td>
<td>✓</td>
</tr>
</tbody>
</table>

### These actions must be submitted on a paper PAR

<table>
<thead>
<tr>
<th>Personnel Action Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire types in above table indicated by 'coming soon'</td>
</tr>
<tr>
<td>Faculty award</td>
</tr>
<tr>
<td>Distinguished service award</td>
</tr>
<tr>
<td>Cell phone, internet, auto stipends</td>
</tr>
<tr>
<td>Roop distinguished professorship</td>
</tr>
<tr>
<td>Bonus</td>
</tr>
<tr>
<td>Classified competitive salary offer</td>
</tr>
<tr>
<td>Recognition bonus</td>
</tr>
</tbody>
</table>

*only if your division is rolled-out on ePAR*
Account codes added to PAR

- Two supplemental pay codes would not fit in the list
  - 113110 FT Bonus-Merit/COL
  - 113120 PT Bonus-Merit/COL
MOU/Contract box added to PAR