

# 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

Type		Account Code	Description
Wage		114100	Non-covered position 29 hours/wk. Ave. (1500 total) Hours tracked through JMU Time Entry System Hourly pay
Formerly - PNT	Recurring Non-Teaching	RNT 112130	Non-covered salaried position 1-19.9 hours/wk. (under review) Regular schedule Position is recurring MOU required
	Temporary Non-Teaching	TNT 114530	Non-covered salaried position Short-term/Less than 9 months Not rehired annually May return to another job in the future. MOU required
	Part-Time Salaried Non-Teaching	PTS 112140	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
	Quasi-Full-Time Non-Teaching	QNT 112160	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

Cannot work more than 29 hours/week on average over the measurement period of 5/1 – 4/30.

Hours are cumulative for employees working multiple part-time jobs at JMU.

## 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](mailto:tussinsd@jmu.edu)  
8-8056

Michelle Small  
[smallml@jmu.edu](mailto:smallml@jmu.edu)  
8-2992

Sandra Anderson  
[anderssk@jmu.edu](mailto:anderssk@jmu.edu)  
8-3973

Jenny Toth  
[tothjm@jmu.edu](mailto:tothjm@jmu.edu)  
8-3968

Andrea Kiser  
[kiserar@jmu.edu](mailto:kiserar@jmu.edu)  
8-6591

Steve Hedrick  
[hedricsm@jmu.edu](mailto:hedricsm@jmu.edu)  
8-2997

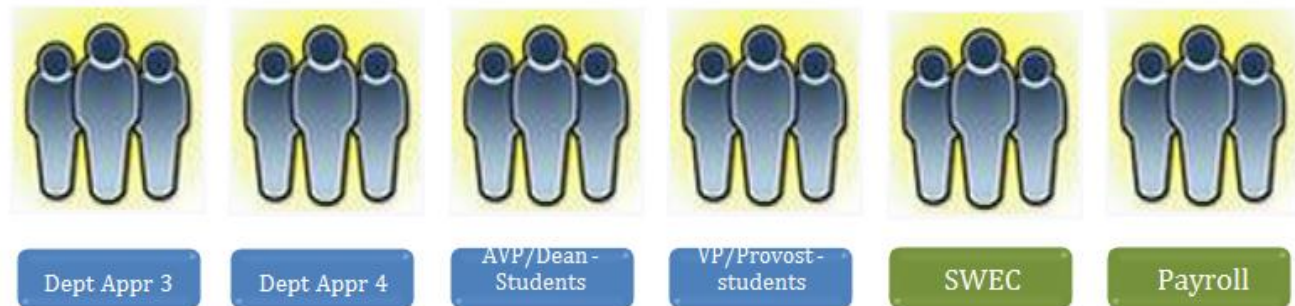
# ePAR Routing/Security, ePAR vs. Paper PAR, ePAR Demonstration

# ePAR Routing/Security Framework

## Non-student Employees



## Student Employees



# 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\*

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

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

Personnel Action Type	
Hire types in above table indicated by 'coming soon'	Summer school hire/rehire
Faculty award	Mass student hire
Distinguished service award	Temporary pay for classified (temp pay for faculty can be submitted on Job Change ePAR)
Cell phone, internet, auto stipends	Correction to previously submitted ePAR/paper PAR
Roop distinguished professorship	Termination of jobs currently represented on additional pay
Bonus	Student parking bonus
Classified competitive salary offer	Degree attainment
Recognition bonus	IBA (classified, wage)

\*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

**JAMES MADISON UNIVERSITY**

**PERSONNEL ACTION REQUEST FORM**

Section I: Employee Information

Section II: Assignment

Section III: Action Reason

Section IV: Job Information

Section V: Signatures

Human Resources Use Only

Effective Date: \_\_\_\_\_

Pay Band: \_\_\_\_\_

Approval: \_\_\_\_\_

DATE TRANSMITTED: \_\_\_\_\_

## Choose One

- 112100 AP Faculty
- 112130 Recurring Non-Teaching, Salaried (RNT)
- 112140 Part-time, Salaried (PTS)
- 112160 Quasi Non-Teaching, Salaried (QNT)
- 112300 Classified
- 112600 Instructional Faculty
- 112700 Classified, Police Officer
- 112800 Classified, Information Technology
- 112810 Full-time Instructional Faculty, IT
- 112820 Full-time AP Faculty, IT
- 113100 Bonuses/Incentives
- 113115 Full-time Bonus-Award/Recognition
- 113125 Part-time Bonus-Award/Recognition
- 113900 Special Payments for Academic Services
- 114100 Wage
- 114400 Institutional Employment
- 114500 Adjunct Faculty/Part-time Teaching
- 114530 Temporary Non-Teaching, Salaried (TNT)
- 114531 Adjunct Faculty-Summer School
- 114540 Stipend
- 114600 Federal Work Study
- 114900 Wage, Information Technology
- 114910 Part-time Instructional Faculty, IT
- 114920 Part-time AP Faculty, IT

# MOU/Contract box added to PAR

**JAMES MADISON UNIVERSITY**

**PERSONNEL ACTION REQUEST FORM**

**ACADEMIC AFFAIRS RECRUITMENT USE ONLY**

Position action: \_\_\_\_\_  
 Dean: \_\_\_\_\_ Budget Authority: \_\_\_\_\_  
 VP: \_\_\_\_\_ Grant Acctg: \_\_\_\_\_

PAR Originator: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_ MSC: \_\_\_\_\_  
 Choose a Division: \_\_\_\_\_

**Section I: Employee Information**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Suffix: (i. e. Jr., Sr., III) \_\_\_\_\_  
 Employee ID: \_\_\_\_\_ Student ID: (for student employees only) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**Section II: Assignment**

Start Effective Date: \_\_\_\_\_ End Date (Last day worked): \_\_\_\_\_ Replace: \_\_\_\_\_ Class: \_\_\_\_\_ Shift: \_\_\_\_\_  
 Choose one Choose one  
 Position #: \_\_\_\_\_ Department Name: \_\_\_\_\_ Dept. Org. Code: \_\_\_\_\_ Contract/MOU: \_\_\_\_\_  
 Choose One

**Section III: Action Reason**

Hire Indicate a reason  Reinst Pay Indicate a reason  Paid L.O.A. Indicate a reason  
 Retire  Position Change Indicate a reason  Unpaid L.O.A. Indicate a reason  
 Transfer Indicate a reason  Data Change Indicate a reason  Return from Leave  
 Additional Pay Current Empl Status  Pay Rate Change Indicate a reason  Separation Indicate a reason

Note: \_\_\_\_\_

**Section IV: Job Information**

Compensation: \_\_\_\_\_ Type: \_\_\_\_\_ Amount: \_\_\_\_\_ Probation End Date: \_\_\_\_\_  
 Working Title/Task: \_\_\_\_\_ Contract Terms: Choose one Tenure Application Date: \_\_\_\_\_  
 Campus Address/Building: \_\_\_\_\_ Room: \_\_\_\_\_ MSC: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Supervisor Employee ID: \_\_\_\_\_ Supervisor Position #: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_  
 Conditions of Employment: \_\_\_\_\_

**FOR PART-TIME INSTRUCTIONAL FACILITY ONLY** → Course #: \_\_\_\_\_ Section #: \_\_\_\_\_ Total credit/contract \_\_\_\_\_

**WHEN HIRING FOR ANY PART-TIME ASSIGNMENT:**  
 The average number of hours per week must be indicated here → \_\_\_\_\_ Hours per Week: \_\_\_\_\_  
 The projected total number of hours for this assignment must be indicated here → \_\_\_\_\_ Hours Total: \_\_\_\_\_  
 Part-time employees are limited to working no more than 20 hours per week on average (a total of 1,500 hours maximum) over the course of the measurement period, 1-May 1-April 30. Part-time hours are cumulative for all part-time work performed at JMU.

**Section V: Signatures**

Budget Authority	Date	Phone	Email	Human Resources - MSC 7009	Date	Phone	Email
Dean/AVP/Dir (if applicable)	Date	Phone	Email	Student Work Exp. Ctr - MSC 2519	Date	Phone	Email
Grant Accounting (if applicable)	Date	Phone	Email	Payroll - MSC 5706	Date	Phone	Email
Vice President (if applicable)	Date	Phone	Email				

**Human Resources Use Only**

REG: \_\_\_\_\_ Role Title: \_\_\_\_\_ Role Code: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Restricted: \_\_\_\_\_ Exempt / Non-Exempt: \_\_\_\_\_  
 Effective Date: \_\_\_\_\_ Pay Band: \_\_\_\_\_ Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 PROG: \_\_\_\_\_ S.PROG: \_\_\_\_\_ ELEM: \_\_\_\_\_ PROJ: \_\_\_\_\_ COST: \_\_\_\_\_ FUND: \_\_\_\_\_ PERCENT: \_\_\_\_\_ PROFIT: \_\_\_\_\_ DATE: \_\_\_\_\_  
 \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**Contract/MOU**

**Choose One** ↓

Choose One  
 Attached  
 Sent Separately  
 Not Applicable