Implementation of Terminal Vacation Payout Pool for FY 17 (Yaa-Yin Fong and Susan Lin)

- OMB Uniform Guidance requires that vacation payouts be handled consistently for all funding sources
- A terminal vacation payout pool will be established effective July 1, 2016
- Effective July 1, 2016, assessment will be 1.8% on payroll costs for all leave accrual eligible employees
  - 1.8% assessment for payroll costs on non-imposed accounts will be collected from designated campus level account
- For proposals that will be awarded after July 1, 2016, 1.8% should be added to the ORS composite fringe rates
- See handout for additional information regarding the terminal vacation payout pool

Manoa Assessments (Kathy Cutshaw)

- UHM will recharge units for 1.8% vacation pool assessment collected centrally for leave accrual eligible employees charged to non-imposed accounts; method to be determined
- UHM will not implement assessment in FY 17 for WC/UI cost on non-imposed accounts; will continue to cover at campus level

FY 17 Budget Projections (Sandy French)

- Budget projection worksheets will be similar to last year's
- MBO will provide planning allocations to assist with budget projections
- Submissions will be due to System in early May; deadline to submit to MBO will be approximately 1-2 weeks prior to that (exact deadline to be determined)
- BOR will review and approve campus budgets at June meeting
- See BOR Policy 8.204 for information regarding UH’s fiscal management and budget process

APT Retro Pay (Sandy French)

**Overview**

- Arbitration award for Unit 8 provides a 4% across the board increase retroactive to July 1, 2015
  - Applies to all APTs employed on 7/1/2015 or hired since 7/1/2015
- Bills currently in legislature will provide funding for retro pay
- Regular retro pay date not yet set; retro pay on D55 forms will be paid 7/5/16
Types of Pay Covered

Retro pay will apply to:

- Employees on board as of 7/1/2015 (even if since terminated)
- New employees hired on or after 7/1/2015
- Vacation payouts paid for employees who terminated from 7/1/15
- Changes in compensation due to temporary assignment, change in FTE, SCA’s for in-grade adjustments and retention/equity, and temporary reallocation
- Payments made via D55: overtime for Bands A and B, comp time payments, temporary hazard pay unless paid via stipend, holiday pay and stand by pay

Retro pay will not apply to:

- Overtime paid via stipend (Bands C & D)
- Night differential
- Overload
- SCA’s for performance awards

Implementation

- Regular Pay
  - Regular retro pay will apply to permanent and temp employees; however legislature will provide funding only for permanent employees
    - Funding will be provided in GF; will likely not receive 100% of amount paid
    - Units will fund temporary employee retro pay
  - OHR will mass generate correcting PNFs for all transactions from 7/1/15 – this updates the past actions to the current salary schedule
    - Will go to PageCenterX and then be mass approved
  - Retro pay will be distributed to accounts at % shown on current PNF
  - There will be a process for units to change account distribution of retro pay
    - PNF’s will need 2 signatures only – FA and Approving Authority

- Vacation Payout
  - Termination PNF’s will be part of OHR mass generation of PNF’s
  - Vacation payout retro will be paid from accounts at % shown on last PNF
  - There will be a process for units to change account distribution of vacation retro pay

- Payments made on D55 (overtime, holiday, temporary hazard, and stand by pay)
  - A report showing payments made via D55 will be distributed
  - Units will pull copies of all D55; verify if pay was for work performed from 7/1/15
  - Units will annotate D55 with new hourly rate and account code changes if needed
  - Units will consolidate D55 forms by employee and submit to Payroll
- Workers’ compensation payments
  - Units will annotate copies of Form 78 with new monthly rate and submit to Payroll

Note: above information is subject to change as procedures are finalized.

*FMO Fiscal Administrator meeting is scheduled for Monday, April 18, 2016*

*Next Talk Story meeting is scheduled for Thursday, May 12, 2016*