

April 2023

Reminders, Updates, & News

The Enrollment Services Administrative Unit will be bringing back our monthly newsletter **RUN ES (Reminders, Updates, and News for Enrollment Services)** to provide important messages to all staff in the offices of Admissions, Campus Sustainability Programs, Early Academic Outreach Program, SA Grants & Development, Financial Aid & Scholarships, and the Registrar in an effort to better communicate important information regarding the processes we support for all the units.

Reminders

Timekeeping

Employees, supervisors, and payroll managers/timekeepers all have a vital role to play in the timekeeping process. Be mindful of the **Biweekly** and **Monthly** Payroll cycles to ensure you meet deadlines as an employee and/or supervisor.

- Employees approve their timecard by pay period end. By approving, the employee affirms that the entries made are complete and a true representation of the hours worked and/or leave taken.
- Managers/supervisors review and approve employee hours worked and/or leave taken. If necessary, they will work with the employee and/or departmental Timekeepers to correct any errors.



Timekeeping - Best Practices

Flexing Your Schedule - Non-Represented Non-Exempt Staff

If a biweekly employee is scheduled to work hours outside of their normal work day/work week due to events, they can speak with their supervisor for approval to flex their schedule within the work week if needed.

Common Examples of Flexing Your Schedule

- *If you are scheduled to work 5 hrs at an event on a Saturday, you could flex your schedule to work 7 hrs a day Monday-Friday leading up to the event so that hours worked within the week remain at 40.*
- *If you stay 1 hr later than your regular scheduled shift on Tuesday to complete a project or host an event, you can request to flex your schedule by leaving 1 hr earlier on Friday.*
- *If you start 1 hr later on Monday, you can work an extra 0.50 hrs on Tuesday and Thursday to make up that time.*

Flex schedules are to be taken within a work week (Sunday-Saturday) rather than a biweekly pay period. Flexing one's schedule means that an employee can keep their hours at 40/week instead of 8 hours a day without being overworked or needing to use leave accruals. As a reminder, flexing one's schedule should be done on an as-needed basis and must be approved by a manager, similar to approved overtime.

Flexing Your Schedule - Represented (CX) Non-Exempt Staff

CX employees can not flex their time within the week for hours of work missed by making up time missed earlier or later in the work week. Totals are calculated per day and not per week.

For example, if an employee works for 7.00 hours on Tuesday and for 9.00 hours on Thursday, the extra hour worked on Thursday would be paid as premium overtime.

Information regarding long-term flexible work arrangements can be found on the UCSB HR website, and questions can be directed to the HR ServiceNow portal.

Leave of Absence

If you need to take time off from work because of a serious health condition, including pregnancy —or to care for a family member —then you may be eligible to take Family and Medical Leave (FML) and/or Family Care and Bonding (PCFB). Employees who may need to be away from work for 5 days or longer should contact the Leave of Absence Specialist to receive guidance and counseling on income options, and benefits continuation for staff leaves of absence. Click on [ServiceNow](#) to submit a request for leave for yourself or for your direct report.

For more information, visit the [HR Employee Services Website](#).



Jury Duty

- All employees will need to provide copy of their summons
- Exempt, salaried employees still receive salary but are expected to maintain continuity of operations while on jury duty
- Non-exempt, full-time employees (represented and non-represented) are to report back to work as soon as they are released (if <2 hours remaining in work day, report back following work day). Non-exempt employees will receive pay while actually on jury duty and related travel (these hours cannot exceed normal workday/work week). Please include a comment on timecard hours to note which hours are for jury duty.

Performance Evaluations

Non-Represented, Policy Covered Staff _ ePerformances were due March 31, 2023 in the UCPATH Performance Work Center. Please be sure to complete this if you haven't already. Performance Documents for the new year (2023 - 2024) will be issued by our Human Resources unit soon, if they have not already. Goal Settings are due May 1, 2023.

Represented Staff _ Performance Evaluations for represented staff are due June 30th, 2023. Please submit those to the Admin Unit upon completion of the final evaluation as we are the office of record and need to ensure we file these under staff's personnel files. Performance Evaluation and Employee Self-Assessment Forms can be found on the [UCSB/HR Performance Development Website](#).

Updates

UC's 2023-24 Salary Program

The University of California will be implementing systemwide salary increases for the 2023-24 fiscal year.

- Eligible policy-covered (non-represented) staff employees will receive a 4.6 percent general salary increase, effective July 1, 2023, for monthly and June 25, 2023, for bi-weekly paid employees.
- Salary scales for eligible policy-covered (non-represented) academic appointees will be increased by a general range adjustment of 4.6 percent, effective October 1, 2023, for policy-covered faculty and July 1, 2023, for other policy-covered academic appointees.
- The regular peer-review merit advancement process for policy-covered academic appointees will continue per academic personnel policy.

News

Staff Celebration Week is May 8 - 12, 2023

Visit [Shoreline](#) to review the Events calendar. Please make note that some tours require registration.

Department Highlights

- [Jaime Fior](#) has joined the Office of the Registrar as our new Degree Analyst.

Welcome Jaime!



- This year the undergraduate admissions application included questions to help determine the student's residency for tuition purposes. This has expedited the determination process and as of today 85% of SIRs for Fall 2023 have their residency already determined. Of the 610 students still undetermined, 207 have filed their Statement of Legal Residence and are pending review.

A huge thank you goes out to all of the staff in Admissions, ITS, and Registrar that were involved in that project.

*Thank
You*

- [Campus Sustainability Programs](#) led by Katie Maynard, will be [moving to Building 434, Room 121](#), alongside CAPS, MHPP, VRC, and the Monarch Lounge as one of the final steps of the unit's transition into Student Affairs. The team moving into that space includes some key Basic Needs partners and a small army of student interns.

