

LEAVE AND PAY EXCEPTION REPORT (LAPER): GUIDELINES FOR OPS CONTRACT EMPLOYEES (Work Group: OPSC)

In compliance with the federal Affordable Care Act (ACA) healthcare reform legislation and Florida state law expanding healthcare coverage to eligible OPS employees, the Department of Management Services, the state's administrative agency has provided state agencies with new reporting requirements to assist the state in determining eligibility and coordinating enrollment for eligible OPS employees. To adhere to the new reporting guidelines, UCF is required to modify how time worked is captured and reported for some of our OPS Exempt contract employees.

Accordingly, the Leave and Pay Exception Report (LAPER) for employees in Work Group OPSC has been modified to include a new Time Reporting Code – **ACA**. The **ACA** Time Reporting Code is required to accurately report hours worked on a daily basis to the state.

Currently, OPS Exempt contract employees in the following positions and job codes are excluded from submitting hours for ACA reporting and do not have enter hours under ACA time reporting code. For these employees hours UCF will report to the state using the method prescribed by the state.

Teaching Adjuncts		Post-Doctoral Associates and Medical Residents	Graduate Assistants	
▪ 9001A	▪ 9001X	▪ 9189 – Post Doctoral Associate	▪ 9181	▪ 9184
▪ 9002A	▪ 9002X	▪ 9811 – Chief Medical Resident	▪ 9182	▪ 9186
▪ 9003A	▪ 9003X	▪ 9821 – 1 st year Medical Resident	▪ 9183	▪ 9187
▪ 9004A	▪ 9004X	▪ 9822 – 2 nd year Medical Resident		
▪ 9005A	▪ 9005X	▪ 9823 – 3 rd year Medical Resident		

ALL other OPS Exempt contract employees are required to submit hours worked on a daily basis using the new ACA Time Reporting Code on the revised LAPER.

Refer to [OPS JOB CODES SUBJECT TO REPORTING TIME WORKED FOR "ACA" TIME REPORTING CODE](#) chart on page 4.

Please note: For exempt employees under the Fair Labor Standards Act, daily hours worked reported for ACA purposes may vary from an exempt employee's standard contracted hours and will not impact pay. Pay will continue to be calculated based upon the contracted bi-weekly pay rate.

Additionally, ALL OPS contract employees are required to complete the LAPER to report any leave usage for the pay period (*if applicable*).

Applicable leave codes for OPS Exempt contract employees are as followed:

- **LWO:** Leave Without Pay
- **WC:** Workers Comp
- **FML:** Family Medical Leave

Departments and OPS contract employees should refer to the guidelines below for directions on completing the revised LAPER and reporting hours using the ACA Time Reporting Code.

EXAMPLES FOR COMPLETING LAPER (Work Group: OPSC)

Hours Worked	Fri 05/24	Sat 05/25	Sun 05/26	Mon 05/27	Tue 05/28	Wed 05/29	Thu 05/30	Wk1 Total	Fri 05/31	Sat 06/01	Sun 06/02	Mon 06/03	Tue 06/04	Wed 06/05	Thu 06/06	Wk2 Total
ACA	2			4	2	4	8	20	4			4	4	4	4	20

Current Pay Period Begin: 05/24/2013 End: 06/06/2013

	Sched Hours	*Actual Hrs
Week 1 Total	20.00	20.00
Week 2 Total	20.00	20.00

← EXAMPLE #1

- An Exempt OPS contract employee hired for 20 standard hours per week
- Employee works a variable daily schedule - 20 hours over 5 days each week

Hours Worked	Fri 05/24	Sat 05/25	Sun 05/26	Mon 05/27	Tue 05/28	Wed 05/29	Thu 05/30	Wk1 Total	Fri 05/31	Sat 06/01	Sun 06/02	Mon 06/03	Tue 06/04	Wed 06/05	Thu 06/06	Wk2 Total
ACA	5			4	4	4	8	25	4			4	4	4	4	20

Current Pay Period Begin: 05/24/2013 End: 06/06/2013

	Sched Hours	*Actual Hrs
Week 1 Total	20.00	20.00
Week 2 Total	20.00	20.00

← EXAMPLE #2

- An Exempt OPS contract employee hired for 20 standard hours per week
- Exempt employee is completing a project and works 25 hours the first week of the pay period and then standard 20 hours for the second week of the pay period
- Actual hours entered should not exceed the scheduled/standard hours including hours worked, holidays and administrative leave.
- As an Exempt employee under the Fair Labor Standards Act, daily hours worked reported for ACA purposes can vary from standard contracted hours and will not impact pay.
- **PAY WILL BE CALCULATED BASED UPON CONTRACTED BI-WEEKLY PAY RATE.**

Hours Worked	Fri 05/24	Sat 05/25	Sun 05/26	Mon 05/27	Tue 05/28	Wed 05/29	Thu 05/30	Wk1 Total	Fri 05/31	Sat 06/01	Sun 06/02	Mon 06/03	Tue 06/04	Wed 06/05	Thu 06/06	Wk2 Total
ACA	4			4	4	4		16	4			4	4	4	4	20

Current Pay Period Begin: 05/24/2013 End: 06/06/2013

	Sched Hours	*Actual Hrs
Week 1 Total	20.00	16.00
Week 2 Total	20.00	20.00

• Represents hours worked + holidays + personal holiday + administrative leave

Leave Type	Show Leave Used for Week 1 Below								Show Leave Used for Week 2 Below							
	Fri 05/24	Sat 05/25	Sun 05/26	Mon 05/27	Tue 05/28	Wed 05/29	Thu 05/30	Wk1 Total	Fri 05/31	Sat 06/01	Sun 06/02	Mon 06/03	Tue 06/04	Wed 06/05	Thu 06/06	Wk2 Total
LWO							4	4								0

Please indicate the type of leave being used in the column marked 'Leave Type' and indicate the number of hours in the column(s) with the appropriate date.

(LWO) Leave Without Pay (WC) Workers Comp (FML) Family Medical Leave

Leave usage must be requested and approved in advance, except in emergency situations. Provide justification below for all leave usage. A **Medical or Parental Leave Request Form** and **Medical Certification Form** are required when absent more than 10 business days for medical or parental leave, or for a work-related illness or injury.

Explanation of Leave Used (Use Separate Sheet of Paper if necessary)

From Date	From Time	To Date	To Time	Leave Type	# Hours	Reasons
5/30/13	8:00 am	5/30/13	12:00 pm	LWO	4	appointment

← EXAMPLE #3

- An Exempt OPS contract employee hired for 20 standard hours per week
- Employee works a variable daily schedule - 20 hours over 5 days each week
- Employee reports 4 hours of Leave Without Pay (LWO) for one day in the first week of the pay period and then then standard 20 hours for the second week of the pay period
- Actual hours entered would be reduced by the amount of LWO reported.
- **PAY WILL BE CALCULATED BASED UPON ACTUAL HOURS WORKED (Scheduled Hours minus reported LWO).**

OPS JOB CODES SUBJECT TO REPORTING TIME WORKED FOR “ACA” TIME REPORTING CODE

If the Job Code listed on the top of your LAPER is in the list below you must submit “ACA” hours for each day that you have worked during the pay period.

▪ OPSRA	▪ 9121A	▪ 9173A	▪ 9257X	▪ 9293X	▪ 9319X	▪ 9361X	▪ 9413X	▪ 9477X
▪ 027X	▪ 9121X	▪ 9173X	▪ 9258X	▪ 9294A	▪ 9321X	▪ 9363X	▪ 9414X	▪ 9478X
▪ 054A	▪ 9126A	▪ 9178A	▪ 9259X	▪ 9294X	▪ 9322X	▪ 9367X	▪ 9415X	▪ 9482X
▪ 055X	▪ 9126X	▪ 9178X	▪ 9262X	▪ 9295X	▪ 9324X	▪ 9368X	▪ 9417X	▪ 9483A
▪ 160X	▪ 9148	▪ 9180X	▪ 9264X	▪ 9296A	▪ 9325X	▪ 9369X	▪ 9418X	▪ 9485X
▪ 161X	▪ 9148A	▪ 9199A	▪ 9269X	▪ 9296X	▪ 9326X	▪ 9370X	▪ 9421X	▪ 9486X
▪ 178X	▪ 9148X	▪ 9199X	▪ 9270X	▪ 9297X	▪ 9327A	▪ 9374X	▪ 9422X	▪ 9487X
▪ 193X	▪ 9150A	▪ 9204X	▪ 9271X	▪ 9298X	▪ 9327X	▪ 9375X	▪ 9425X	▪ 9488X
▪ 9007A	▪ 9150X	▪ 9205X	▪ 9274X	▪ 9299X	▪ 9329X	▪ 9377X	▪ 9427X	▪ 9493X
▪ 9007X	▪ 9151A	▪ 9208X	▪ 9277A	▪ 9300X	▪ 9334X	▪ 9378X	▪ 9428X	▪ 9495A
▪ 9008A	▪ 9151X	▪ 9215X	▪ 9277X	▪ 9301X	▪ 9336X	▪ 9381	▪ 9429X	▪ 9495X
▪ 9008X	▪ 9152A	▪ 9216X	▪ 9279X	▪ 9303X	▪ 9337X	▪ 9381A	▪ 9431X	▪ 9498X
▪ 9053A	▪ 9152X	▪ 9217X	▪ 9280X	▪ 9305X	▪ 9339X	▪ 9382	▪ 9432X	▪ 9499X
▪ 9053X	▪ 9160A	▪ 9218A	▪ 9281X	▪ 9306X	▪ 9340X	▪ 9382X	▪ 9433X	▪ 9817A
▪ 9054A	▪ 9160X	▪ 9218X	▪ 9282X	▪ 9307X	▪ 9341X	▪ 9385X	▪ 9434X	
▪ 9054X	▪ 9161A	▪ 9225X	▪ 9284A	▪ 9308X	▪ 9344X	▪ 9387X	▪ 9438X	
▪ 9055A	▪ 9161X	▪ 9226X	▪ 9284X	▪ 9309X	▪ 9346X	▪ 9388X	▪ 9440X	
▪ 9055X	▪ 9162A	▪ 9232X	▪ 9285X	▪ 9310A	▪ 9350X	▪ 9395X	▪ 9444X	
▪ 9056A	▪ 9162X	▪ 9236X	▪ 9286X	▪ 9310X	▪ 9351X	▪ 9396X	▪ 9449X	
▪ 9056X	▪ 9165A	▪ 9238X	▪ 9287X	▪ 9311X	▪ 9352X	▪ 9400X	▪ 9451X	
▪ 9110X	▪ 9165X	▪ 9241X	▪ 9289X	▪ 9312X	▪ 9354X	▪ 9402X	▪ 9454X	
▪ 9115A	▪ 9166A	▪ 9243X	▪ 9290X	▪ 9313X	▪ 9355X	▪ 9408X	▪ 9455X	
▪ 9115X	▪ 9166X	▪ 9246A	▪ 9291A	▪ 9314X	▪ 9357X	▪ 9409X	▪ 9459X	
▪ 9120A	▪ 9171A	▪ 9246X	▪ 9291X	▪ 9315X	▪ 9358X	▪ 9410X	▪ 9462X	
▪ 9120X	▪ 9171X	▪ 9250X	▪ 9292X	▪ 9318X	▪ 9359X	▪ 9411X	▪ 9464X	