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 <u>do not have enter hours under ACA time reporting code</u>. 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 – 1st year Medical Resident	▪ 9183	▪ 9187
▪ 9004A	▪ 9004X	▪ 9822 – 2nd year Medical Resident		
▪ 9005A	▪ 9005X	▪ 9823 – 3rd 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 <u>OPS JOB CODES SUBJECT TO REPORTING TIME WORKED FOR "ACA" TIME REPORTING CODE</u> 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.

SAMPLE LEAVE AND PAY EXCEPTION REPORT (LAPER) (Work Group: OPSC) w/ EXPLANATION

University of Central Florida
Leave and Pay Exception Report (LAPER)

Print date: 09/10/2013

ID: ▮▮▮   Rcd#: 4   Job Code: 9182   **Work Grp: OPSC**   Group: 2013

Primary Department: ▮▮▮

ALL OPS contract employees are required to complete the LAPER to report leave usage for the pay period (if applicable). Additionally, OPS contract employees and non-teaching adjuncts are required to submit hours worked for ACA reporting. Teaching Adjuncts, Post-Doctoral Assoc. and graduate assistants are excluded from submitting hours worked for ACA reporting. Please fill in the boxes below next to the **Hours Worked code ACA** to document the actual hours worked during each day of the pay period. Guidelines on completing the LAPER are posted on the HR website: http://hr.ucf.edu/files/OPSC_LAPER_Guidelines.pdf

The Affordable Care Act (ACA) mandates that UCF offer healthcare coverage to eligible employees as defined by state and federal laws. UCF is required to track the number of hours you actually work on a daily basis in order to comply with ACA.

AS AN EXEMPT EMPLOYEE UNDER THE FAIR LABOR STANDARDS ACT, DAILY HOURS WORKED REPORTED FOR ACA PURPOSES CAN VARY FROM YOUR STANDARD CONTRACTED HOURS AND WILL NOT IMPACT YOUR PAY. PAY WILL BE CALCULATED BASED UPON YOUR CONTRACTED BI-WEEKLY PAY RATE.

Hours Worked	Fri 08/16	Sat 08/17	Sun 08/18	Mon 08/19	Tue 08/20	Wed 08/21	Thu 08/22	Wk 1 Total	Fri 08/23	Sat 08/24	Sun 08/25	Mon 08/26	Tue 08/27	Wed 08/28	Thu 08/29	Wk 2 Total
ACA																

Current Pay Period - Begin: 08/16/2013   End: 08/29/2013

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

Enter Biweekly On-call Amount: $ _____

* 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 08/16	Sat 08/17	Sun 08/18	Mon 08/19	Tue 08/20	Wed 08/21	Thu 08/22	Wk 1 Total	Fri 08/23	Sat 08/24	Sun 08/25	Mon 08/26	Tue 08/27	Wed 08/28	Thu 08/29	Wk 2 Total

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	Time	To Date	Time	Leave Type	# Hours	Reason

I certify that the hours shown on this form accurately reflect time worked and leave taken during the period indicated.

_____   _____   _____   _____
Employee's Signature   Date   Supervisor's Signature   Date

ACA - TIME REPORTING

OPS contract employees and non-teaching adjuncts are required to submit hours worked for ACA Time Reporting Code for each day worked during the pay period.

- Enter number of hours worked in the appropriate day next to Time Reporting Code – ACA.

Teaching Adjuncts, Post-Doctoral Associates, Medical Residents and Graduate Assistants (refer to job codes listed above) are excluded from submitting hours worked for ACA reporting.

SCHED. HOURS vs. *ACTUAL HRS

Actual hours entered should not exceed the scheduled/standard hours including hours worked, holidays and administrative leave.

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.

LEAVE USAGE

- The types of leave and compensatory time for which the employee is eligible and the abbreviations for the leave types are located in this section.

- Acceptable leave types for OPSC work group are:
  - LWO: Leave Without Pay
  - WC: Workers Comp
  - FML: Family Medical Leave

- Enter the leave type abbreviation(or the Time Reporting Code) in the Leave Type column and the number of hours in the appropriate day.

- Enter the total hours for each leave type in the Wk1 Total column and Wk2 Total column.

EXPLANATION of LEAVE USED and SIGNATURE SECTION

- Enter the date and time for which leave is being used, the leave type, the number of hours, and the reason. A general reason must be given for the use of leave or Leave Without Pay.

- Sign, date, and submit the report to the supervisor in accordance with the department's policy.

UCF

Example #1

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

Example #2

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.*

Example #3

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

		Show Leave Used for Week 1 Below								Show Leave Used for Week 2 Below						
Leave Type	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	Time	To Date	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	