FREQUENTLY ASKED QUESTIONS

In the fall, Northeastern University will roll out a university-wide electronic time tracking system. This document provides answers to frequently asked questions.

If you have additional questions, please send them to Kate Baker-Carr, Manager of HRM Communications, so we can respond and update the document, which will benefit the wider community.

The FAQ contains the following sections:

- TRANSITION TO THE TIME TRACKING SYSTEM
- TIME ADMINISTRATORS
- WHEN WILL THE SYSTEM “GO LIVE”?
- HOW DO I LEARN TO USE TIME TRACKING SYSTEM?
- HOW DO I VIEW MY TIME OFF BALANCES

TRANSITION TO THE TIME TRACKING SYSTEM

WHY IS NORTHEASTERN IMPLEMENTING A UNIVERSITY-WIDE TIME TRACKING SYSTEM?
In addition to simplifying and updating the way we report and track paid time off, the new system will allow employees and department managers to access time-off balances in real-time through myNEU. The new system will:

- Provide employees and managers with self-service access to real-time vacation and sick time balances through myNEU.
- Eliminate the need for colleges and divisions to develop and manage independent time tracking solutions.
- Eliminate the need for manual processes (i.e. overtime, where applicable).
- Generate comprehensive reports that support external requirements and internal processes such as vacation planning.
- Support compliance with federal, state, and local regulations.

IS NORTHEASTERN CHANGING ITS PAID TIME-OFF POLICY?
Northeastern’s Paid Time Off Policy will remain the same. Some administrative practices will change, but the Paid Time Off Policy will remain the same.
WHAT ADMINISTRATIVE PRACTICES WILL CHANGE?
There are three changes designed to simplify and update the process of time tracking. The changes are:

1. For Administrative Professional Staff and Full-Time Faculty, both sick time and vacation time are now aligned with the fiscal year, which began on July 1. This change does not impact Office Support and Technical Staff who will continue to accrue sick and vacation time on a monthly basis.
2. Vacation and sick time balances will be accrued, allotted, and reported in hours, rather than days.
3. Vacation must be accrued before it is used (no change from the current practice). However, if agreed upon at the point of hire as a one-time exception, a manager may, at their discretion, advance up to two weeks of accrued vacation time and/or time off without pay to accommodate a new hire’s pre-existing vacation plans.

HOW DID ADMINISTRATIVE AND PROFESSIONAL STAFF AND FULL-TIME FACULTY ALIGN THEIR SICK TIME TO JULY 1?
- In 2016, Administrative and Professional Staff and Full-Time Faculty received a one-time refresh of allotted sick time on July 1, regardless of how many sick days employees had used since their work anniversary; going forward, this refresh will happen automatically on each July 1, they will not need to take any action.

TIME ADMINISTRATORS

WHAT IS A TIME TRACKING ADMINISTRATOR?
A Time Tracking Administrator is a representative from a college or division who, in partnership with Human Resources Management, will help to ensure a successful implementation of the new system. Time Tracking administrators will work within their areas to manage different aspects of the implementation such as:

- Providing accurate vacation and sick balances to HRM
- Helping individuals in their respective areas learn how to use the time tracking system

WHO IS THE TIME TRACKING ADMINISTRATOR FOR MY AREA?
Click here to find out who the Time Tracking Administrator is from your area.

WHEN WILL THE SYSTEM “GO LIVE”?
WHEN WILL THE SYSTEM BE IMPLEMENTED?
The system will “go live” at the end of October.

HOW WILL MY PAID TIME OFF BALANCES BE TRANSFERRED TO THE NEW SYSTEM?
In preparation for implementing the new system, HRM will be working with time administrators, called Time Tracking Administrators, from each area, to verify the paid time off balances; this will ensure that accurate balances are transferred at the end of October into the new system.

HOW CAN I VERIFY MY PAID TIME OFF BALANCES?
Currently, your manager/leader or the time administrator in your area can verify your paid time off balances—vacation time and sick time, including personal days and family sick days. Once the new system goes live, you will be able to verify your balances electronically through myNEU.

WHAT HAPPENS IF I BELIEVE MY PAID TIME OFF BALANCE IS INCORRECT?
If you believe an adjustment needs to be made either to your vacation or sick time balance, speak with your Time Tracking Administrator; they are able to make adjustments at this time and, after “go live” will be able to make adjustments in the electronic time tracking system.

HOW DO I LEARN TO USE TIME TRACKING SYSTEM?

HOW WILL I LEARN HOW TO USE THE NEW TIME TRACKING SYSTEM?
HRM is preparing training materials, including a video, a step-by step guide and an overview; we will partner with the Time Tracking Administrator and time administrators to teach them how to use the system. They in turn will train the individuals in their areas. In addition, information about the time tracking system and how to use it is also available on HRM’s dedicated Time Tracking webpage.

WHAT CHOICES DO I HAVE WHEN I REQUEST TIME OFF?
When you create a time off request, you will have several different options. The options are:
- **Vacation**
  - Vacation enables you to request vacation time. The time tracking system automatically deducts any time you have remaining from the previous fiscal year first before it draws on the current year’s balance.

- **Sick**
  - Sick time enables you to take care of yourself when you are sick; you may also use this time for MD appointments.

- **Family Sick**
  - Employees may use up to 40 hours of earned paid sick time as Family Sick to care for a family member who is sick.

- **Personal**
  - Employees may use up to three days of earned paid sick time as personal days for personal matters including, but not limited to, appointments, parent-teacher conferences, and religious observances. This benefit allows the use of up to three days of accrued or allotted sick time annually from the start of the fiscal year, July 1. This time must be pre-arranged with the department head.

- **Bereavement**
If a member of your immediate family dies, Northeastern provides paid time off, generally not exceeding three days. Members of your immediate family include parent, brother, sister, spouse, child, grandparent, parent-in-law, brother-in-law and sister-in-law. This time is not subtracted from any of your sick or vacation balances; it is for record keeping purposes only.

Conferences and Training
If you are attending a conference or training session and will be out of the office, you can record your time away. This time is not subtracted from any of your sick or vacation balances; it is for record keeping purposes only.

Floating Holiday
On floating holidays, the university remains open and some employees are required to work. If you are required to work, you can enjoy a holiday on a day of your choice during the 30 days preceding or following the floating holiday.

Jury Duty
If you’re selected for jury duty, the university will pay the difference between your regular salary and the payment you receive for jury duty, exclusive of the travel allowance. You must submit any payment received from the court along with the Record of Performance provided by the court to the HRM Customer Service Center, CP 250.

Other
If you request “other” You will have the opportunity to provide an explanation in the Comments Section.

Small Necessities
Enables you to take time off without pay to attend to small necessities.
Employees may take up to 24 hours of unpaid leave during a twelve-month period to attend activities directly related to the education of a dependent child (e.g. parent-teacher conferences), and/or to accompany a dependent child or elderly relative to a routine medical, dental or other professional services appointment (e.g. annual physical, vaccination appointment, nursing home interview/intake).

HOW DO I VIEW MY TIME OFF BALANCES

HOW DO I USE THE SYSTEM TO LEARN WHAT MY PAID TIME OFF BALANCES ARE?

To view your banks, from the Dashboard, select Time Entry > Enter My Hours.
Your timesheet for that week will display. Scroll to the bottom of the page and click the Time Off Tab. You balances will display:
- **Vacation** is your available vacation balance accrued during the current fiscal year.
- **Vacation Carryover** is the amount of time you earned in the prior fiscal year that must be used by the end of the current fiscal year, which ends on June 30. When you take vacation time, the system will automatically deduct from this balance first. Please note: To calculate your total available vacation time, add Vacation and Vacation Carryover together.
- **Sick Time** includes your total sick balance which includes, where appropriate, 3 days for personal time and 40 hours for family sick time.
- **Personal Time** displays your available personal time, which also comes out of your overall Sick Time balance.
- **Family Sick** displays your available family sick time, which also comes out of your overall Sick Time balance.

**HOW DO I CONVERT MY PAID TIME OFF BALANCES, WHICH ARE TRACKED IN HOURS, TO DAYS?**

**FULL-TIME FACULTY:** Full-time members of the faculty divide the balance of hours by 7.
- For example, if you have 91 hours of sick time, that equals 12 days, \(96/7=12\). Use the same process for vacation time, where applicable.

**FULL-TIME STAFF:** Full-time staff divide the balance of hours by 7 or 8. To find out whether you divide by 7 or 8, you first need to determine your employee class.
- Go to your timesheet and your class will be displayed under your name as O7, O8, A7, A8, SV, or CT.
If you are an O7, A7, you divide by 7. If you are an O8, A8, SV, or CT you divide by 8.

For example, if you are an O8 and have 128 hours of vacation time and 336 hours of sick time, you have 16 vacation days (128/8=16) and 42 sick days (336/8=42).

WHAT ARE THE DIFFERENCES IN EMPLOYEE CLASSES?

The employee classes identify particular characteristics and responsibilities of different staff position.

- For example, O7’s and O8’s are eligible for overtime as approved by the manager; A7’s and A8’s are not eligible.
- Some positions (O7 and A7) are budgeted for 35 standard weekly hours; some (O8 and A8) for 40 standard weekly hours.

IF MY SCHEDULE IS NOT “STANDARD,” HOW DO I CONVERT HOURS TO DAYS?

The chart below provides four different examples.
HOW DO PART-TIME FACULTY AND STAFF CONVERT HOURS TO DAYS?

The calculation varies depending upon the circumstances. Part-time individuals should consult with their time administrator or with HRM.