



## ***Mesa Campus Employment Confirmation Form***

Any questions in reference to faculty, adjunct, staff or student hiring should be directed to Human Resources, Lisle Campus extension 6020, Goodwin Hall, Suite 318.

### **General**

Supervisors are responsible for ensuring that all necessary paperwork is submitted to Human Resources to complete the hiring process, before a prospective employee starts a position with the University. Also, the prospective employee must provide Human Resources with acceptable identification no later than their first day of work in order to comply with E-Verify processes, and may not start work until this identification is provided to Human Resources.

The University's employee work-hour measurement period for the Affordable Care Act (ACA) compliance requirement will be 12-months long from December 1 to November 30.

To be benefit eligible an employee must average a 30-hour work week during the University's measurement period of 12 months.

At least Section B, C or D (depending on type of hire) of the Employment Confirmation form must be completed and submitted to Human Resources prior to the employee's start date. Section A can be completed by the employee during the hiring process on or before his/her first day of employment.

For non-student employees, the Start Date (Effective Date) must not be earlier than 5 business days after the date the position was posted.

Family members of an employee may not work in the same department/college as the employee.

### **Section A - (Employee Information Sheet) – Standard information for person you are offering to.**

### **Section B -To be completed by the supervisor for Undergraduate/Graduate Student Employee, Casual Employee and Seasonal positions**

To qualify for student employment, a student **MUST** be enrolled in at least 6 credit hours (4.5 credit hours for Graduate students). International students must be enrolled full-time.

*Student Employee* is the only title given to an undergraduate or graduate student employee. The University does not hire students under the age of 18.

During the fall and spring semesters, undergraduate and graduate student employees can work up to 20 hours per week between all positions held. During the winter, spring and summer semester breaks, undergraduate and graduate student employees may work up to 35 hours per week between all positions held. The same applies for international students.

All undergraduate and graduate student employees will be terminated at the end of every academic year (month of May). Supervisors must complete a hiring form for all returning students. Hiring forms **MUST** be signed by both the returning student and the supervisor.

### **Undergraduate Student Employee Pay Rate (non-negotiable)**

The pay rate for undergraduate student employees is \$14.35/hour.

### **Graduate Student Employee Pay Rate (non-negotiable)**

The pay rate for graduate student employees is \$14.35/hour.

### **Casual Employee (non-benefit eligible)**

A casual employee, as defined by CUPA-HR, is hired on an ad-hoc basis or occasional basis to meet **short-term** needs of the department. The positions must be posted before a person can be hired. Hiring for a casual employee must follow the same job posting/hiring process as Regular Staff positions.

Employment for casual employees cannot exceed three months. With prior approval from Human Resources, employment can be extended three additional months, not to exceed a six month total.

Casual employees may not work more than 20 hours per week. Special request for the employee to work up to 25 hours per week must get approval from Human Resources.

The only title used for these positions is Casual Employee.

Casual employees are classified as part-time, variable-hour employees per ACA definitions and can be paid hourly or salaried.

Casual employees are not Regular Staff employees (for definition of Regular Staff employees, please see Section D definition).

The University does not hire casual employees under the age of 18.

### **Seasonal Employees (non-benefit eligible)**

A seasonal position is defined as a position that must recur at approximately the same time every year (e.g. Summer Fun Day Camp counselors, assistant coaches). The positions must be posted before a person can be hired. Hiring for a seasonal employee must follow the same job posting/hiring process as Regular Staff positions.

The employee must be off payroll for longer than they are on payroll during the University's tracking period (12/1 through 11/30).

The appointment **cannot** be longer than 6 months.

Seasonal employees can work up to 40 hours a week and can be paid on an hourly or salary basis.

The only titles used for these positions are Seasonal Employee and Assistant Coach (Seasonal).

Seasonal Employees are not Regular Staff employees (for definition of Regular Staff employees, please see Section D definition).

The University does not hire seasonal employees under the age of 18.

## **Section C - To be completed by the supervisor for Faculty, Lecturer (Adjunct) and Visiting Scholar positions**

### **Regular Faculty**

Regular faculty positions must be posted before a person can be hired. Hiring for a faculty member must follow the job posting/hiring process established for regular faculty positions.

A faculty position working 30 hours or more a week is benefit-eligible.

## Adjuncts

Adjunct positions are non-benefit-eligible and paid by contracts generated per class taught.

To be in compliance with the Affordable Care Act regulations, adjuncts **cannot** average a 30 hour or more work week within the University's tracking period (December 1st to November 30<sup>th</sup>).

The law is applicable at 1560 hours in that time period (based on 30 hours per week over 52 weeks).

The following are the guidelines that everyone must follow for monitoring adjunct working hours. In the calculation of number of hours worked for adjunct faculty:

- One semester hour compensation equals 48.75 hours worked.
- One quarter hour compensation equals 32.5 hours worked.
- Any/all work related activity outside of teaching and stipend activity must also be tracked (for example, opening adjunct faculty meeting).
- This is consistent with the IRS guidelines distributed February 2014 which states that for each hour or credit that an adjunct teaches, they must be credited with an additional 1.25 hours of outside work and 1 office hour.

For most classes, compensation hours equal course credit hours. There are exceptions such as studio differentials, laboratory differential, independent studies and music lessons.

## **Section D - To be completed by the supervisor for Staff positions (Support – Hourly, Administrative – Salaried)**

Staff positions are classified as regular, hourly (non-exempt) and salary (exempt) employees depending on the salary and the type of work performed.

A full-time, regular staff position is any employee scheduled to work a minimum of thirty (30) hours every regular work week of the fiscal year. A regular, full-time staff employee working 30 hours or more a week is benefit-eligible. It does not matter how many months out of the year the employee works.

A part-time, regular staff position is any employee scheduled to work less than thirty (30) hours every regular work week and/or less than twelve (12) months out of the fiscal year. A part-time, regular staff employee may not work more than 20 hours per week. Special request for the employee to work up to 25 hours per week must get approval from Human Resources. These employees' hours must be tracked to verify they are not averaging a 30-hour work week during the University's tracking period (December 1 to November 30). To comply with the ACA, it is imperative that all Benedictine University department managers/supervisors monitor the employment of, and hours worked, by non-benefits eligible employees. These employees can be hourly or salaried.

### **Note for all positions:**

Job title on the Hiring Form must match the job title approved on the Personnel Requisition.

The hourly rate and salary, on the Hiring Form, must match the approved budgeted salary on the Personnel Requisition.

Non-exempt positions are excluded from eligibility to additionally teach as an Adjunct faculty.

**(DO NOT INCLUDE THE INFORMATIONAL PAGES WHEN  
TURNING IN THE COMPLETED FORM)**

**Section A – Employee Information**

Name: \_\_\_\_\_ PeopleSoft ID #: \_\_\_\_\_  
(Last) (First) (Middle)

Start Date: \_\_\_\_\_  Hire  Rehire  Other: \_\_\_\_\_

Department: \_\_\_\_\_ Account Number (People Soft Dept ID number): \_\_\_\_\_

**Section B - To be completed by hiring supervisor for Student, Casual & Seasonal employee positions**

Undergraduate Student  Graduate Student  Abbey Student Student Pay Rate \$14.35/hour

Assistant Coach (Seasonal)  Seasonal Employee (Hourly)  Seasonal Employee (Salaried)

End Date: \_\_\_\_\_ (required, no later than 6 months after the start date) Hours Worked/Wk: \_\_\_\_\_

\*Hourly Rate: \_\_\_\_\_ \*Salaried Amount: \_\_\_\_\_ \*(Must be rate approved on the Personnel Requisition)

Casual Employee (Hourly)  Casual Employee (Salaried)

End Date: \_\_\_\_\_ (required, no later than 3 months after the start date, 6 if approved) Hours Worked/Wk: \_\_\_\_\_

\*Hourly Rate: \_\_\_\_\_ \*Salary Rate: \_\_\_\_\_ \*(Must be the rate approved on the Personnel Requisition)

**Section C – To be completed by hiring supervisor for Faculty, Lecturer and Visiting Scholar positions**

Faculty  Instructor  Assistant Prof.  Associate Prof.  Professor

Benefit Eligible  Yes  No **NOTE:** Must be a 30-hour or more work week schedule to qualify for benefits.

Lecturer (Adjunct)  Senior Lecturer (Senior Adjunct) Teaching on line  Yes  No

Visiting Scholar

Annual Salary (Faculty only): \_\_\_\_\_ Appointment Months (Faculty only): \_\_\_\_\_

Dean/Dept. Chair: \_\_\_\_\_ (Required) Dean/Dept. Chair PSID #: \_\_\_\_\_

**Section D – To be completed by hiring supervisor for Staff positions (Salary-Administrative, Hourly-Support Staff)**

Salary (exempt - Administrative Staff) Job Title: \_\_\_\_\_

Hourly (non-exempt - Support Staff) Job Title: \_\_\_\_\_

Annual Hours: \_\_\_\_\_ Appointment Months: \_\_\_\_\_ Hours Worked/Week: \_\_\_\_\_

Hourly Rate: \$ \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Benefit Eligible  Yes  No **NOTE:** Must be a 30-hour or more work week schedule to qualify for benefits.

Supervisor: \_\_\_\_\_ Supervisor PSID #: \_\_\_\_\_

(Please Print)

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Extension: \_\_\_\_\_

HR Signature (Entered into PS): \_\_\_\_\_ Date: \_\_\_\_\_