TimeNet Exempt and OPA

FAQs

Q. How do faculty members record their time when they are working from home during the day to grade papers?

A. We recommend recording as Off Campus. This is in scope of the faculty member’s work. For insurance purposes you need to document. It’s important to show you are working when you are Off Campus and working. If a faculty member has entered into a Teleworking Agreement with his/her Department Chair for regular (weekly) working from home, then the Telework code (TW) can be recorded in place of OC.

Q. If you are giving a presentation at 7:00 p.m. at night, how do you record this time?

A. You are dedicating part of full-time effort of your job. We would recommend noting that you are Off Campus for benefit of having documentation.

Q. Is the expectation for Faculty to work an 8-5 schedule?

A. It is not the expectation for faculty to work an 8-5 schedule. Faculty members understand their professional obligations regarding office hours to facilitate their classes, including preparation and research. Faculty are expected to commit the necessary time and effort to get their work done.

Q. Do we track OPA in hour increments?

A. Per Board of Regents policy, if you are faculty on 9 or 10 month contracts, you will report sick leave based on the number of whole hours sick. We recommend reporting OPA the same way. This also goes for staff who currently reports their leave in whole hours. 12 month faculty should continue reporting in half and whole days (4 and 8 hours).

Q. You are at a professional meeting and are a presenter. Your presentation is an hour long. How do you record the time in TimeNet?

A. The expectation is not to report one hour of PLA if you are 12 month faculty. If the presentation is a significant part of your day, then you would report in 4 or 8 hour increments.
Q. Tenure track faculty are expected to give presentations according to their Tenure and Promotion documents. Does this count against faculty if they do too many? If so, this seems to go against what we are telling everyone.

A. It all depends on if it is in the scope of their work. The objective here is not to penalize, but to track so that faculty and employees are not engaging in so much Professional Leadership for the benefit of an outside entity, and not the benefit of the University. For any questions call the Legal Office to discuss. There is discretion among supervisors to go above the cap for PLA, so you will be asking your Chair, Dean, Manager, etc.

Q. When do exempt employees start requesting and tracking their leave in TimeNet?

A. Beginning February 1, 2014, exempt employees will start requesting and tracking leave balances in TimeNet.

Q. How many Professional Leadership days will Faculty receive per year?

A. Full-time, 12 month faculty are limited to 20 days of Professional Leadership (PLA) per year, Full-time, 9 month faculty are limited to 15 days per year. Exceptions may be approved by the Dean or Department Chair.

Q. For the Medical Center, can full-time employees go over the 20 day cap for Professional Leadership Activities (PLA)?

A. Full-time Medical Center employees can exceed the 20 day cap for PLA if they obtain written approval from their Vice President (or supervisor if VP).

Q. What is the timeline for tracking OPA leave?

A. Academic Faculty (9 month) – August 1 – June 1
   Fiscal Faculty (12 month) and Non-faculty (GRU, GRMC, GRMA) – July 1 – June 30

Q. Is there a cap for Off Campus leave?

A. There isn’t a cap for Off Campus leave.

Q. How do we record leave for Outside Consulting?

A. Outside Consulting is reported as “OSC” and Annual leave or PTO (paid time off) and is reduced equivalent to the number of hours of “OSC” recorded.

Q. If a faculty member goes off campus to observe a student teach as part of their faculty role, will this time recorded impact their PLA 12/20 day limit?
A. No, it will be recorded as OC (Off Campus).

Q. An exempt employee is invited to be an expert witness. How will the employee report this leave?

A. If this is during work time and income is paid directly to the employees’ department, this is considered OC (Off Campus). If employee is receiving pay from an external organization and taking vacation pay (AL, PTO), this is considered OSC (Outside Consulting). This must be approved by the Chief Integrity Officer.

Q. If a professional is invited to speak at a conference for one day and receives a complimentary registration to attend all 5 days, how many days are considered PLA?

A. One day is considered PLA for speaking/presenting (counts toward cap). Off Campus (OC) would be reported for the other 4 days of the conference.

Q. If a Faculty member is collaborating with faculty at another university on a project, how should they report their leave?

A. The answer depends on whether or not GRU will benefit. If yes, you will report as Off Campus (OC). If there is no benefit to GRU, then the time should be recorded as Annual Leave.

Q. What is the URL for TimeNet?

A. The URL for TimeNet is https://timenet.gru.edu

Q. How do I login to TimeNet?

A. Your login and password for TimeNet are your NETID and password (same information you use to login to Outlook).

Q. How do I find out my password if I cannot remember it?

A. If you have trouble logging into TimeNet, call the help desk at 1-4000.

Q. What if clinicians have night or weekend work.

A. This is considered Outside Professional Practice. You need to let your Dean know about this.

Q. Is the OPA Policy applicable to part-time faculty?

A. No.
Q. How do you report time if you are attending conference on the weekend?

   A. We recommend reporting as OC (Off Campus) for insurance purposes.

Q. What is the deadline for entering exempt leave?

   A. For the University, the deadline is the 3rd Tuesday of each month. For GRMC, you must enter all leave by the 20th of each month.

   For GRMA – the monthly payroll date changes each month. GRMA sends out an email to their supervisors every month letting them know when the close date will be.

Q. What do I do if I am a Medical Center employee and need to change my entries after the payroll period is closed?

   A. Complete a payroll adjustment form located on the HR forms page. Your supervisor will need to sign this form and forward it to payroll for processing. You will see the entry in the current month’s pay period and it will be easily identified as an adjustment and the entry will appear as a green calendar in your Transactions list on your TCS screen.

Q. If I am a Medical Center employee and on leave, who will complete the entries in TimeNet?

   A. If you are out for a week or less, then you should enter PTO for that time. Anything longer than that could be covered by FMLA. Please consult the FMLA policy or contact Frances Toole for questions about FMLA. Either you or your supervisor can contact Melissa Sammons or Tammy Foster with questions on how to enter leave.

Q. For a Medical Center employee, does the system automatically generate PTO for holidays or do I need to enter them?

   A. Exempt employees must enter XMPT PTO SCHED for their holidays. The system will not auto-generate a PTO entry because there are no schedules in TimeNet so the system wouldn’t know how much time to generate.

Q. In the Outside Professional Activities Policy, the policy statement refers to ‘administrative personnel’. Later the policy overview refers to faculty and ‘administrators’. Does this include all exempt staff associates?

   A. Yes. Consistent with Board of Regents policy, this also applies to exempt staff.
Q. Are all exempt staff associates limited in accepting outside employment without previous approval?

   A. Yes, your full-time effort must be devoted to Georgia Regents. You should not make an outside commitment that would interfere with your Georgia Regents commitment.

Q. What type of outside employment is limited?

   A. If the external job involves the same type of work that you do at Georgia Regents, you need to get prior approval from your supervisor.

Q. If approval is needed for outside employment, what type of approval is needed and what process should be followed?

   A. Fill out the OA-1 form to get prior approval from your supervisor. If you have questions, please contact the Legal Office.

Q. Currently, exempt staff do not complete the end of year reports regarding outside professional activities. Should they complete the reports? Does this apply only to ‘paid’ outside professional activities or volunteer activities as well?

   A. Yes, exempt staff should complete the report. This applies to any outside professional activity on scheduled work time, paid or unpaid.

Q. In the OPA policy, the affected stakeholder and organization(s) section states all GRU and staff. Please clarify which staff – exempt vs. non-exempt this applies to.

   A. The OPA policy applies to all exempt Staff.

Q. Does ‘participation’ mean attending the Continuing Education activity or teaching the CE?

   A. PLA is a leadership activity and this would apply to teaching. If you are attending as a learner this would be “off campus.”

Q. If faculty ‘teach’ and are compensated for CE activities, do they take annual leave or can they do this on work hours? NOTE: Depending on the arrangements, this may fall under the GRNA practice plan.

   A. If you are giving lectures for a non-profit and your pay is nominal, it will be PLA. If you are getting paid by another university and you are an instructor in the CME program, you are to take annual leave.
Q. Does anything in section 2 of the OPA policy regarding procedures apply to Staff Associates?

A. The BOR policy applies to exempt staff members who engage in outside professional activity also. We advise you to report this type of activity in TimeNet.

Q. Please clarify why the dates for academic faculty are listed in the OPA policy as September 1 – June 1. This is not consistent with faculty contract dates.

A. The correct dates are August 1 – June 1.

Q. Please give guidance for faculty who work weekends, go to conferences on weekends, etc. Some faculty practice on weekends and take time back during the week. How do we track this in TimeNet?

A. TimeNet tracking is intended to encompass employees’ regularly scheduled work time. It is understood that individuals can work schedules different than Monday through Friday, 8:00 a.m. to 5:00 p.m. However, exempt faculty are expected to fulfill their duties even if that requires working more than 40 hours in a week. While you are not required to report PLA on weekends or unscheduled time, it is permissible to report it as beneficial for your professional development. If you have questions about this, please call the Legal Office.

Q. The CDM leadership team proposes that $1500/day be the maximum honorarium a faculty member can accept to have the time away considered to be OC or PLA. If a faculty member accepts an honorarium in excess of $1500/day they must take annual leave.

A. We believe it is discretionary for your college administration to determine what is a “nominal” honorarium amount, consistent with the norm among universities. The $1,500 number is reasonable based on our previous conversation with MCG, where they have considered this too.

Q. If a presentation is made at a university or competing CE program and an honorarium is provided (nominal or not), how is leave recorded?

A. Annual leave.

Q. If a presentation is made before a non-profit organization or professional society and a nominal honorarium is provided, how is leave recorded?
Q. How is leave recorded for a researcher invited to present their research findings (not CE) at a university and he/she is paid a nominal honorarium?

A. If presenting research findings is “in scope of work” for GRU faculty, then it is “off campus” time. It doesn’t really seem like a “leadership” activity to discuss research findings – that seems to be simply discussing work results.

Q. When does this policy take effect?

A. The policy is effective now, and has been for more than a year. However, the granular reporting of the sub-categories of OPA started in February 2014 with the roll out of Timenet.