

Memorandum

To: All Federal Work Study Recipients
From: Damion Barnett
cc: Cindy Gerez-Lowe
Date: 2/11/19
Re: Sick time for Federal Work Study Work Staff Members

Effective immediately, a new feature has been added to the current Work Study timesheet submission module. On October 29, 2018 a new bill was passed by the State of New Jersey called the Earned Sick leave law. The law requires all employers to provide earned sick leave to all hourly employees. This law affects all federal work study student employees. Our office in conjunction with Human Resources and Information Technology have updated the current Federal Work Study module to be in compliance with the new requirements. Please note the following key aspects:

Guidelines

- Student workers earn 1 hour of sick time for every 30 hours worked and approved.
- Sick time accrual will be retro to October 29, 2018 when this initiative was passed by State legislation.
- No student worker will be allowed to use more than 40 sick hours per aid year.
- Unused sick time will rollover from year to year if the student is active in the system.
- Unused sick time for a terminated student worker will be forfeited and not paid out upon termination*.
 - *Accrued time will be available in the system for 180 days from termination for use by the student if they are subsequently hired in another department.

Time usage

- Use of time must be STRUCTURED, meaning:
 - If using sick time the student worker must have already been scheduled to work that particular day and timeframe in advance.
 - The student must notify their supervisor the day of by his or her preferred method (e-mail, text, phone call) of communication.
- If a student enters sick hours on their timesheet greater than sick time currently accrued in the system they will be unable to submit that respective timesheet. SEE SCREENSHOT #3

- o i.e. Student Worker A has 3.5 hours sick time accrued and attempts to enter 4 hours on a current timesheet. An error message will pop up alerting the student that this is not possible due to the lack of sick hour earned is less than current sick time available to them.

Charging of sick time

Sick time will NOT be paid from or reduce the students Federal Work Study award allotment.

Instructions on how to enter sick time – See SCREENSHOT #2

Below are the screenshots of the pending updates the supervisor will see and the student. Caption 1 is the supervisor view and 2 is the student view

Screenshot #1 – Supervisor Approval view

(NOTE THE ADDITION OF A SICK COLUMN PREVALENT & CURRENT SICK TIME BALANCE BOX DATA) If the sick column is checked by the student they are looking to use sick time for that respective time period to the left in the From and To columns.

Job Title: Federal Work Study, CWS
 Department: 100615 International Student Adviseme
 Student ID: [Redacted]
 Employment Record Number: 0

Aid Year Data				Sick Time Balances	
Accept Amount	2000.00	Hourly Rate	8.60	Sick Time Rollover	2.00
Total Hours:	232.56	Remaining Hrs:	95.56	Total Time Earned	0.00
				Total Time Taken	2.00
				Time Balance	0.00

Comment: [Text Box]

Reported Sick Hours: 2 Hours Reported Work Hours: 3 Hours

Day	Date	Sick	From	To	Sick	From	To	Sick	From	To	Sick Hrs	Work Hrs
Monday	12/17/2018	<input checked="" type="checkbox"/>	10:00AM	12:00PM	<input type="checkbox"/>			<input type="checkbox"/>			2.00	
Tuesday	12/18/2018	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>				
Wednesday	12/19/2018	<input type="checkbox"/>	9:00AM	11:00AM	<input type="checkbox"/>			<input type="checkbox"/>				2.00
Thursday	12/20/2018	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>				
Friday	12/21/2018	<input type="checkbox"/>	4:00PM	5:00PM	<input type="checkbox"/>			<input type="checkbox"/>				1.00
Saturday	12/22/2018	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>				
Sunday	12/23/2018	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>				
Monday	12/24/2018	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>				
Tuesday	12/25/2018	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>				
Wednesday	12/26/2018	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>				
Thursday	12/27/2018	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>				
Friday	12/28/2018	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>				
Saturday	12/29/2018	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>				
Sunday	12/30/2018	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>				

Approve Timesheet Deny Timesheet

Return to Search Previous In List Next In List

Screenshot #2 – Student view – In this example the student is entering 2 hours sick time and 3 regular hours of work time on their timesheet. To use sick time you must check the box coded as sick and enter applicable hours in the adjacent To: and From: boxes next to it

The screenshot displays the NJCU FWS Student Timesheet interface. At the top, the browser address bar shows the URL: https://dev.hcmssl.njcu.edu/psp/hrdev/EMPLOYEE/HRMS/c/NJCU_HR.NJFWS_TS_ADMIN.GBL?PORTALPARAM_PTCNAV=NJFWS_TS_ADMIN_GBL&...

Navigation links include: Home, Sign out, NJCU HR, FWS, and Enter FWS Student Timesheet.

Job Information:

- Job Title: Federal Work Study, CWS
- Department: 100615 International Student Adviseme
- Student ID: [Redacted]
- Employment Record Number: 0

Aid Year Data

Accepted Amount	2000.00	Hourly Rate	8.60
Total Hours:	232.56	Remaining Hrs:	98.56

Sick Time Balances

Sick Time Rollover	2.00
Total Time Earned	0.00
Total Time Taken	0.00
Time Balance	2.00

Check and submit if no time to report
 Reported Sick Hours: 2 Hours
 Reported Work Hours: 3 Hours

Work period from 12/17/2018 to 12/30/2018 | Help ?

Time Format: HH:MM AM/PM

Day	Date	Sick	From	To	I	Sick	From	To	I	Sick	From	To	Sick Hrs	Work Hrs
Monday	12/17/2018	<input checked="" type="checkbox"/>	10:00AM	12:00PM	B	<input type="checkbox"/>			B	<input type="checkbox"/>				2.00
Tuesday	12/18/2018	<input type="checkbox"/>			R	<input type="checkbox"/>			R	<input type="checkbox"/>				
Wednesday	12/19/2018	<input type="checkbox"/>	9:00AM	11:00AM	E	<input type="checkbox"/>			E	<input type="checkbox"/>				2.00
Thursday	12/20/2018	<input type="checkbox"/>			A	<input type="checkbox"/>			A	<input type="checkbox"/>				
Friday	12/21/2018	<input type="checkbox"/>	4:00PM	5:00PM	K	<input type="checkbox"/>			K	<input type="checkbox"/>				1.00
Saturday	12/22/2018	<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>				
Sunday	12/23/2018	<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>				
Monday	12/24/2018	<input type="checkbox"/>			B	<input type="checkbox"/>			B	<input type="checkbox"/>				
Tuesday	12/25/2018	<input type="checkbox"/>			R	<input type="checkbox"/>			R	<input type="checkbox"/>				
Wednesday	12/26/2018	<input type="checkbox"/>			E	<input type="checkbox"/>			E	<input type="checkbox"/>				
Thursday	12/27/2018	<input type="checkbox"/>			A	<input type="checkbox"/>			A	<input type="checkbox"/>				
Friday	12/28/2018	<input type="checkbox"/>			K	<input type="checkbox"/>			K	<input type="checkbox"/>				
Saturday	12/29/2018	<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>				
Sunday	12/30/2018	<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>				

Buttons: Save for Later, Submit for Approval

Taskbar: Windows 10 taskbar with icons for File Explorer, Edge, Chrome, Firefox, VLC, Outlook, Word, Excel, Skype, and Adobe Reader. System tray shows 12:32 PM 1/25/2019.

Screenshot #3 – Sick time error message

Undergr x Student x Home | x Loan Hi x IFAP - E x Grant Hi x NJ Grani x Student x COD Or x

https://dev.hcmssl.njcu.edu/psp/hrdev/EMPLOYEE/HRMS/c/NJCU_HR.NJFWS_TS_ADMIN.GBL?PORTALPARAM_PTCNAV=NJFWS_TS_AD

Apps Bookmarks COD Online ELMOne GothicNet Login to NJFAMS CPS National Students Lo HERC - Metro New Y

Favorites Main Menu > NJCU HR > FWS > Enter FWS Student Timesheet

NJCU

Job Title: Federal Work Study, CWS Student ID: [Redacted]
Department: 100615 International Student Adviseme Employment Record Number: 0

Aid Year Data				Sick Time Balances	
Accepted Amount	2000.00	Hourly Rate	8.60	Sick Time Rollover	2.00
Total Hours:	232.56	Remaining Hrs:	98.56	Total Time Earned	0.00
				Total Time Taken	0.00
				Time Balance	2.00

Check and submit if no time to report

Work period from 12/17/2018 to 12/30/2018 | Help

Time Format: HH:MM AM/PM

Day	Date	Sick	From	To
Monday	12/17/2018	<input checked="" type="checkbox"/>	10:00AM	1:00PM
Tuesday	12/18/2018	<input type="checkbox"/>		
Wednesday	12/19/2018	<input type="checkbox"/>		
Thursday	12/20/2018	<input type="checkbox"/>		
Friday	12/21/2018	<input type="checkbox"/>		
Saturday	12/22/2018	<input type="checkbox"/>		
Sunday	12/23/2018	<input type="checkbox"/>		
Monday	12/24/2018	<input type="checkbox"/>		
Tuesday	12/25/2018	<input type="checkbox"/>		
Wednesday	12/26/2018	<input type="checkbox"/>		
Thursday	12/27/2018	<input type="checkbox"/>		
Friday	12/28/2018	<input type="checkbox"/>		
Saturday	12/29/2018	<input type="checkbox"/>		
Sunday	12/30/2018	<input type="checkbox"/>		

Save for Later Submit for Approval

Message

The total sick time reported of 3 hours is greater than your sick time balance of 2 hours. (30010,16)

OK

Windows taskbar icons: Internet Explorer, File Explorer, Chrome, Firefox, VLC, Outlook, Word, Excel, PowerPoint, Skype, Adobe Reader, Snipping Tool.