



HR Newsletter
October 2009
 Auburn University Human Resources
 Langdon Hall
 Auburn University, AL 36849
 334.844.4145



- [Annual Leave Carryover](#)
- [Another in the Finances for Tough Times Series](#)
- [A-Train Back on Track](#)
- [Changes to Child Labor Law Require New Record Keeping Responsibilities](#)
- [Employee Value Program](#)
- [Moving? Want to Continue Your Career in Higher Ed?](#)
- [Spirit of Excellence Winners](#)
- [TES Announces New Billing Rate for FY2009-2010](#)
- [Your Newsletter Subscription](#)



Another in the *Finances for Tough Times Series*

As part of the *Managing Your Finances During Tough Economic Times* series, a session on "Budget Bailout: Expert Advice for Hard Times" is scheduled for October 6 from 2:30-4:30 in the HRD Training Facility. The session will be led by Amanda Harrelson, Instructor in the Finance Department. Register in A-Train at <https://atrain.auburn.edu/login.asp> or contact Pamela Rogers (pk0001@auburn.edu or 844-7363) for assistance.

A-Train Back on Track

After being shut down for almost a month and then coming slowly back to full steam, A-Train is now fully operational and ready for registrations, training history reviews, checks on status in enrollment--all the capacity is back and running.

If you drive a train, you can't afford to lose track...



TES Announces New Billing Rate for FY 2009-2010

The billing rate for Temporary Employment Services for FY 2009-2010 will be 11.49%. This rate will go into effect with the first payroll period of the fiscal year, beginning September 27, 2009.

This is a slight increase from last year's billing rate of 10.79%, but is still less than a one percent increase for the services provided by the TES unit. This also represents the first rate increase for TES services since 2006. For the past three years, the billing rate for these services had actually been going down each year.

The billing rate charged for TES services covers the required FICA tax of 7.65% as well as all other overhead expenses including costs for background checks, OJI coverage, and recruitment advertising. As a cost center, Temporary Employment Services must ensure that our charges are only sufficient to cover our expenses. Our billing rate must be submitted to Financial Reporting on an annual basis, and is also subject to review by Contracts & Grants Accounting and the Office for Sponsored Programs.

If you need temporary employment assistance, please contact Temporary Employment Services at 844-7363 (8HIREME).

Annual Leave Carryover

Auburn University policy limits the amount of annual leave which full-time employees may carry forward from one calendar year to the next as follows: exempt (monthly) employees, two years' accrual (320 hours); nonexempt (biweekly) with 10 or more years of continuous service, two years' accrual (320 hours); and nonexempt (biweekly) with nine or fewer years of continuous service, one year's accrual (97.76-160 hours). The maximum carryover hours for nonexempt employees with nine or fewer years of service varies, depending on the employee's length of service. Leave carryover for part-time employees is prorated based on the percentage of full time they are employed.

In order to account for leave taken in 2009, biweekly employees must report all leave they wish to have charged against 2009 prior to Dec. 14, and monthly employees must report all leave they wish to have charged against 2009 prior to Dec. 10. Leave requests received after these cutoff dates will be charged against calendar year 2009. Questions about annual leave balances, accrual and usage may be directed to Mary Turner or Michael Hill in Human Resources at 844-4145.

Changes to Child Labor Law Require New Record Keeping Responsibilities

Effective May 19, the Alabama Child Labor Law changed. Under the new system, minors ages 16 & 17 no longer have to obtain work permits through the public school system. However, minors ages 14 & 15 do have to obtain an Eligibility to Work form from their school in order to be employed. This form must be kept with the employee's file.

Additionally, **departments must maintain a file separate from the official personnel file for each employee under 19 years of age.** This file must contain the following information:

- Name
- Home address
- Date of hire
- Date of birth
- Proof of age
- School of attendance

A form that can be used for this purpose is available at http://www.auburn.edu/administration/human_resources/forms/eeinfosht.pdf

In addition to the information required on the above referenced form, time records must be maintained showing work start and stop times, hours worked each day, and break times. **These files must be maintained for three years.**

IMPORTANT: This law applies to **all** employees under the age of 19 whether they are temporaries, student employees, or regular employees. TES will maintain these files for all temporary employees set up on TES payroll. However, **if you have employed any non-TES employees under the age of 19 since May 19** you need to create these files in your departments and maintain them for the required three years.

Employers are required to obtain Child Labor Certificates to employ minors. Auburn University has obtained the newly required Child Labor Certificates authorizing us to employ minors from ages 14 – 17. The originals of these certifications are currently posted as required by the statute in our Employment Center at 146 North Gay Street in downtown Auburn, and Human Resources will ensure that they are renewed annually as required. The new Alabama Child Labor Law Poster and copies of the Child Labor Certificates are available on the Human Resources Forms web site at http://www.auburn.edu/administration/human_resources/forms/index.html

Outlying units are encouraged to post these documents on their departmental bulletin boards along with other employment-related posters.

Employee Value Program

The Sprint/Nextel [Employee Value Program](#) currently has several special values available for Auburn employees. If you're

interested, see their [Employee Value Program flyer](#).

Andrew Haucke, andrew@evpdisc.com, is our contact for the Employee Value Program. The phone number is 888-457-6294.

Spirit of Excellence Winners

Each month AU presents Spirit of Excellence awards to four employees for outstanding service.

Recipients for April 2009 are:

<u>Category</u>	<u>Name</u>	<u>Unit</u>
Office/Admin	Carol Mims	NCAT
Administrative/Professional	Tanja Matthews	Alumni Affairs
Service Maintenance	Steve Mann	General Construction
Technical/Paraprofessional	James Sides	Mechanical Shop

Do you know a fellow AU employee whose performance is consistently beyond what is expected? One who exemplifies professionalism and routinely puts forth extra effort? One whose contribution to the department's or university's mission is significant? If so, that person would be a perfect nominee for AU's monthly Spirit of Excellence award. You can link to the nomination form at http://www.auburn.edu/administration/human_resources/forms/spirit.pdf.

Moving? Want to Continue Your Career in Higher Ed?

The Department of Human Resources routinely receives position announcements from other colleges and universities. These are maintained in notebooks in the lobby of our department in the basement of Langdon Hall. Please feel free to come by to review these during our lobby hours of 7:45 a.m. to 4:45 p.m, Monday through Friday.

Your Newsletter Subscription

Subscribers to the HR Newsletter receive a brief email alert message, and a pointer to this newsletter on the web, whenever the newsletter is updated. You can read the newsletter without subscribing, of course -- just visit http://www.auburn.edu/administration/human_resources/hrnews.htm.

Enter your email address and click on the **Send** button to subscribe to the HR Newsletter.

Your Email Address:

Or send an email to majordomo@auburn.edu. The text of the message should read "subscribe hrnews" (without quotes).

To cancel your subscription to the newsletter, send a similar email to majordomo@auburn.edu with the message "unsubscribe hrnews". Or email hillmic@auburn.edu.

The Office of Human Resources is open Monday through Friday, 7:45 am to 4:45 pm Central Time (except holidays)
 Human Resources | Langdon Hall | [Auburn University](http://www.auburn.edu), AL 36849-5126 USA | 334.844.4145
 ©2009 [Copyright Regulations](#)



[Auburn University homepage](http://www.auburn.edu) | [HR homepage](#)