



SAINT LOUIS UNIVERSITY

DEFINITION OF TERMS

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DEFINITION OF TERMS

Additive Pay: Compensation granted beyond normal assignment of an employee and as defined by the Additional Compensation - Staff and Additional Compensation - Faculty policies.

Assignment: The term often interchanged with position or job.

Average Daily Pay Rate: The pay rate used to calculate the encumbrances. The rate is calculated for positive employees by taking the budgeted hours per pay period multiplied by the hourly pay rate divided by ten days.

Average Monthly Pay Rate: The pay rate used to calculate the encumbrances. The rate is calculated for exception employees by taking the annual salary divided by twelve months and multiplied by the FTE.

Bargaining Unit: A similar group of employees, related by function, supervised as a whole and organized for the purpose of bargaining with management.

Begin Date: The effective start date of a new assignment or a change of assignment.

Budgeted Hours: The estimated hours that an employee works per pay period in a particular assignment restricted by the planned expenditure for a fiscal year.

Classification Title: The title of a position occupied by an employee.

Demotion: Any change in assignment that results in a pay grade decrease for positions that are currently classified and graded.

Department Number: A four digit alpha/numeric identifies the number of the department responsible for the position.

Electronic Personnel Action Form (EPAF): A form required to establish and maintain payroll and personnel information on each employee.

Employee Category: Identifies the type and employment status of an employee. Each Employee Category has its own unique schedule of benefits.

Employee Class (E-Class): A two digit code to identify whether the employee is full-time or part-time and temporary or regular, including benefits eligibility.

Encumbrance: The recognition of funds committed prior to the actual disbursement. An encumbrance reduces budget availability. Labor encumbrance is calculated by multiplying the average daily pay rate times the number of planned working days between the beginning and ending date of the assignment.

End Date: The effective final date of an assignment or expense distribution. Most regular assignments show an end date at the last day of the current fiscal year.

Exception Employee: Employees who receive monthly compensation and only report exceptions to that on leave reports. Exception employees are exempt from overtime payments under the Fair Labor Standards Act.

Executive Level: The largest organizational grouping defined by the University to identify an area of emphasis and/or activity.

Expense Distribution Account: The account(s) designated for distribution of labor charges for each employee. (Also known as the Labor Distribution Account).

Fiscal Year: A specific one year period created for accounting purposes separate from the calendar year. The University fiscal year is July 1 to June 30.

FOAPAL: A ten digit number that consists of a fund (xxxxxx) and account (xxxxxx) number which identifies the general ledger location to which expenses and liabilities are charged

FTE (full-time equivalent): A term used to identify the percentage of time that an exception employee regularly works within his/her assignment. Forty hours per week would reflect a 1.0 FTE, whereas 20 hours per week reflects a 0.5 FTE.

Full-time Employee: An employee working at least 32 hours per week or 80% FTE.

Funded Budget: The planned expenditure for a position in a fiscal year identified with an account number. Each position will have a funded budget amount for each funding source.

HRIS/Payroll Calendar: A description of the fiscal year payroll calendar including pay periods, holidays, timesheet and leave report due dates and times, and EPAF deadlines for exempt and non-exempt employees.

Leave of Absence: An extended authorized absence from work.

Liquidated Amount: The dollars planned for payment of an employee from the beginning of their assignment to the present. Actual pay may vary from the liquidated amount due to overtime or unpaid lost time.

Lost Time: Hours not worked for which the employee is paid, i.e., vacation, sick leave, etc.

New Hire: An appointment of a new employee who has not previously been employed by Saint Louis University.

Overtime: Time worked in excess of a normally assigned work schedule. One and one half times hourly rate is paid to non-exempt employees for hours worked in excess of 40 in one work week.

Part-time Employee: An employee working less than 64 hours per pay period or less than 80% FTE.

Pay Change: Changes in pay resulting from merit raises, longevity, increases, and completion of probationary period. Changes in pay as a result of promotion, demotion, or change in classification should be noted separately on the EPAF.

Pay Grade: A number corresponding to a salary range which is determined by classification of a position. The salary range for each grade has a minimum, midpoint, and maximum amount.

Pay Period: A defined time frame for which an employee will receive a pay check. The University has both biweekly and monthly pay period schedules.

Pay Rate: The hourly or monthly salary of an employee.

Percentage Distribution: The percent of expense distribution charged to each account number identified on the EPAF.

Position: An employment slot which must have a budget. All full-time positions are specific (e.g. one employment slot per position). Part-time positions may be pooled (e.g. several employment slots per position).

Position Budget: The maximum planned expenditure for a position during a fiscal year.

Position Budget Available: The amount of funds available in the position which is calculated by taking the revised position budget minus the encumbrance for the position.

Position Number: A six digit identifier of the position. Numbers for new positions are assigned by the Division of Human Resources.

Promotion: Any change in an employee's assignment which results in movement to a position which is classified and graded at a higher level than that of the original position.

Reclassification: A change in the title, pay grade, classification code or job code of a position resulting from a job evaluation. This action may or may not result in an increase in pay grade.

Recruiting Range: A salary range defined for classified positions as the minimum to the midpoint of the pay grade to which the position is assigned.

Regular Employee: An employee who is hired into a position with a predetermined duration of six months or greater and is budgeted for at least 40 hours per pay period.

Rehire: The re-appointment of an employee after a separation from the University.

Salary Schedule: A matrix of established pay grades.

Service Date: Indicates the date from which to calculate service. This date reflects a summary of cumulative time in service and may not agree with the original hire date.

Sick Leave: Accrued paid time off provided to the employee to use during periods of poor health to ensure some continuation of salary.

Sick Leave Accrual Balance: Indicates the number of Sick Leave hours available for use. This balance is reduced by hours paid to the employee when time is taken and increased by the established accrual rate during each pay period.

Temporary Employee: An employee who is hired for a position with a predetermined duration of less than one year of service.

Termination Code: A required two digit numeric code indicating the specific reason for an employee's separation from employment.

Termination Date: The voluntary or involuntary ending of employment.

Time Approver: The person(s) designated in the department to report time and attendance.

Timekeeping Location: The name and four digit alpha/numeric code of the area responsible for reporting the time and attendance of an employee.

Transfer: A change in an employee's assignment from one position to another without a change in pay grade. Movement from one classification system to another is also considered to be a transfer.

Vacation: Accrued paid time off granted by the employer to be used at a time mutually agreed to by the employer and the employee.

Vacation Accrual Balance: Indicates the number of vacation hours available for an employee's use. This balance is reduced by hours paid to the employee for vacation time and increased by the established accrual for the employee during each pay period.

Web Timesheets and Leave Reports: The official University record of an employee's worked time and lost time.

Worked Time: Work hours reported for which the employee is paid.