

**Implementation Plan for
Workforce Safety and Insurance**

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Understanding Job Codes

Job codes are a means of categorizing or grouping jobs by specific details which includes:

- Job Title
- Manager Level
- Standard hours
- FLSA status
- Comp Frequency
- Regular/Temporary
- Academic Rank
- Workers compensation code
- Salary Market matches
- Salary plans (SLEX, HRNE, etc)
- Rate Code (NAHRLY, etc)

and various other characteristics that set one type of job from another.

Information on the job code table defaults into position data and populates several fields defining a particular position, regardless of which employee performs the duties of the position. Thus, a single job code for an Administrative Assistant can be applied to several different Administrative Assistant positions across several departments.” (See page 5 of the Core HR Training Manual, dated February 27, 2006, found at www.und.edu/dept/cndtrain/HR/hr-page.htm).

Job Code Complexity

Example: For job family #2210 Graduate Research Assistant there are 12 workers compensation rate codes that are applicable to NDSU and UND. If all of these workers compensation rate codes are appropriate, there would need to be 24 different job codes created to track the workers compensation rates due to the term of appointments.

<i>Job family #/name</i>	<i>Workers compensation rate code #/name</i>
#2210 -Graduate Research Assist	0003 – Nursery/Greenhouse
	0006 – Farming/Ranching with machinery
	0007 – Farming/ranching non-machinery
	4601 – Lab Work, & Medicine
	6221 – Excavating & Digging
	7403 – A.C Grounds Crew
	7405 – A.C Flying Operations
	8831 – Veterinary Services
	8605 – Geologists & Scouts
	9042 – Medical Clinic
	9062 – Education, Library, Tec.
	9090 – Fitness Centers, Div of Fine Arts

Job Code Complexity (Continued)

Example: For job family #3325 General Science Professional there are 7 workers compensation rate codes that are applicable to NDSU. There are also 4 different FLSA types, 2 compensation frequencies, 16 market matches. To comply with the new workers compensation rate codes, NDSU will create 25 additional job codes for this one job family.

<i>Job family #/name</i>	<i>Workers compensation rate code #/name</i>
3325 General Science Professional	0003 – Nursery/Greenhouse
	0006 – Farming/Ranching with machinery
	0007 – Farming/ranching non-machinery
	4601 – Lab Work, & Medicine
	8831 – Veterinary Services
	8605 – Geologists & Scouts
	9062 – Education, Library, etc.

To create a NEW Job Code -- Navigate to:

Home>Define Business Rules>Manage Human Resources(GBL)>Setup>Job Code Table and follow the instructions in the Core HR Training Manual.

NDUS INSTITUTIONAL RESPONSIBILITIES

Action Required by May 15, 2006

- 1) _____ Each campus will need to review every employee's duties/responsibilities to determine the appropriate workers compensation rate code.
 - a) Run Query ND_HR_EES_IN_POOLS. Add three columns titled "New JC"....."New WC Rate Code" And "New Position". Print spread sheet.

For reviewing other positions:
You can run NDU_HR_Alpha_List to find the workers comp code associated with each job code.
 - b) Review each person and determine if the current WC rate code is appropriate or if a new rate code applies. Record new rate codes in the "New WC Rate Code" of created spreadsheet.
 - c) In the case of the 8000 and 9000 job families, new job codes will need to be created. When a pool position has more than one WC Rate Code, an additional job code will need to be created and a new position may need to be created. You can utilize positions that are not in use. Write in the New Job Code under the "New JC" column on spreadsheet.
- 2) _____ WSI will be available to review job descriptions for appropriate assignment of the workers compensation rate code, when campus is not clear on which rate code to assign. If you receive information from WSI about how to determine which rate code to use, it is important to share this information via the HRC Listserv.

The Classification Manual can be found at:
<http://www.workforcesafety.com/library/documents/manuals/ClassificationManual2005.pdf>

The WC Rates can be found at:
<http://www.workforcesafety.com/library/documents/manuals/WSIRates0506.pdf>
- 3) _____ Each campus will **create** or **modify** job codes as needed, to accommodate the assignment of a different workers compensation rate code. To verify if WC Rate Code is in Peoplesoft, navigate to home>define business rules>define payroll process>setup1>company general deductions. In the search box enter company code in the company box and hit "search". The deductions set up for your campus will display, hit "view all".

- 4) _____ The 8000 and 9000 job families are changed completely. Each campus will need to **create** the necessary job codes. Positions will need to be assigned the appropriate **created** job code, ensuring the job code selected has the correct assigned workers comp rate code.
- HECN-HRMS Team has set-up the new 8000 and 9000 job families in PeopleSoft.
 - HECN-HRMS Team will delete the “inactive” 8000 and 9000 job families in PeopleSoft after one year.
 - HECN-HRMS Team will update PeopleSoft’s workers compensation rate code table.

Ongoing Action Required

- 5) _____ As new positions are created or new tasks/responsibilities are added to a current position, the campus will analyze the duties/responsibilities to assign the appropriate workers compensation rate code and then will utilize the appropriate job code or create a job code as necessary.
- 6) _____ Once the plan with WSI has been implemented, changes to the plan will need to be approved by the NDUS HRC, and the HRC will notify all institutions of any change made when it is directly applicable to the individual campus.

Keying Information into Peoplesoft

IMPORTANT NOTE: When you have collected all the information, it will be important that each campus plans on how to enter this information. As we know.....effective dating.....impacts data.

Creating New Job Codes

Use effective date July 1, 2005. This will prevent actuals distribution crashing if anyone gets retroactive pay.

IMPORTANT NOTE: The next two items can only be done from the morning of one payday to the end of the day on which your paysheets are created. Once paysheets are created you have to wait until the pay cycle is completed (morning of payday to start again).

Changing Workers Comp Rate Code on a Job Code

Step #1)

Add a row in Job Code and use the “EFFECTIVE DATE” of **March 1, 2006**. **If there is information in job data that is after March 1, 2006, you will need to submit a change through remedy.**

Step #2)

2A) Go to Position Data and add a row with an “EFFECTIVE DATE” that is the **first day of the pay period in which you are preparing payroll for**, with a reason code of “CJC” (correction – job code). Make necessary changes.

2B) Make sure “update incumbents” is on and hit “save”.

Step #3)

3A) To verify that the “update incumbents” moved the changed job code over to Job Data you can either

3A1) Go to job data and verify that the “update incumbents” moved to job data. OR

3B1) Run NDU_HR_Alpha_List to determine if the job code has changed in job data.

3B) If the changed job code does not appear in job data then add a row in Job Data with the **same** effective date as in step 2A above. Use action/reason combination of "Data Change" and "CJC".

3C) Go the Benefits Program Participation page and change the value in Eligibility Field 2 to match the new Job Code. Hit "save". You can do this for all employees if you wish....however, with all the changes in the 8000 and 9000 bands, you don't have to do it for those employees if you don't want to; since none of them are on TIAA-CREF, having that field out of sync won't matter.

Reminder: The changes to Job Data will create MSC Ben Admin events. When Ben Admin Run Control process is run, these MSC events should close as Prep None.

Step #4)

Run query NDU_HR_INVALID_WKCOMP_CODES to ensure all workers comp codes entered are valid. If they are not valid, send in a remedy ticket with the necessary information to be added. We will be notified through the listserv when this query is available.

Assignment of Rate Codes

Rate codes to be utilized at this time:

If you need to add a rate code that is not in the list below, you need to contact HECN-HRMS to have the rate code set up. If you don't do this... **YOUR PAYROLL WILL NOT RUN!!!!** To verify if WC Rate Code is in Peoplesoft, navigate to home>define business rules>define payroll process>setup1>company general deductions. In the search box enter company code in the company box and hit "search". The deductions set up for your campus will display, hit "view all".

Workers Compensation Rate Code	Name
0003	Nursery/Greenhouse
0006	<i>Machinery Farming</i>
0007	<i>Non-machinery Farming</i>
3630	<i>Auto Repair</i>
*4310	<i>Printing</i>
4601	<i>Lab Research</i>
5110	<i>Boiler Maintenance & Repair</i>
5183	<i>Plumbing</i>
5190	<i>Electrician</i>
5410C	<i>Carpentry</i>
5474	<i>Painting</i>
5603	<i>Consulting Engineers</i>
6042F	<i>Street & Road Construction</i>
7405/A/C	<i>Flying Operations</i>
7215	<i>Trucking & Hauling</i>
7380	<i>Chauffeurs, School Bus, Ambulance Drivers</i>
7403	<i>Grounds Crew</i>
7535	<i>Electronics Install & Repair</i>
7602	<i>Radio Station</i>
7220	<i>Law Enforcement</i>
8292	<i>Warehouse Workers</i>
8605	<i>Zoologist, Entomologist, Environmental Testing</i>
8831	<i>Veterinary Services and Research</i>
9007	<i>Custodial</i>
*9040	<i>Hospitals – (overnight stays only)</i>
*9042	<i>Clinic & Student Health Services (no overnight stays)</i>
9062	<i>Education, Library, Office, etc.</i>
9062D	<i>Dining</i>
9062	<i>Fine Arts instructors and administrative employees</i>
*9090	<i>Athletic Health & Fitness Center</i>
*9090	<i>All employees of performing arts and productions.</i>

*** Indicates a Composite workers compensation rate code – which then applies to all employees in that facility regardless of the work performed.**

Assignment of Rate Codes (continued)
**NDUS HRC/WSI SUB-COMMITTEE WORKING SESSION NOTES &
GUIDELINES**

During these sessions, determinations were made for campuses to use in assigning the appropriate workers compensation rate code. These include:

#9062 is used for all teaching positions – teaching is teaching regardless of where it occurs, including on-line faculty.

Preponderance does not indicate the workers compensation rate code. The highest rate code must be used unless you break it out manually and use 2 or more workers compensation rate codes.

#9062 is used for all on campus/off campus office support positions, unless they are a part of a composite code that does not allow separation.

#8747 is used for off-campus administrators; other off-campus employees should be assigned appropriate workers compensation rate code.

#7535 is used for employees who with computer and electronics hardware installation and repair.

#4601 is used for employees whose duties are the study of specimens in the laboratory.

#8831 Medical Veterinary is the employee whose duties are the medical treatment of animals, regardless of the setting.

#9062 is to be used with Psychology and Sociology laboratory employees

Composite Rate Codes are to be used for all employees in the environment including office support positions i.e. Custodian assigned to building uses composite rate code, Custodian not

assigned to a building but floats is assigned to rate code #9007.

#9090* Wellness Center: all employees except day care facility employees who would be 9062. (NDSU Bison Sports Arena use #9062).

#9090* Performing Arts: All production employees should be in composite code, instructional staff/office in #9062.

#9042* Medical Center (UND use this instead of Hospital because not an overnight stay).

#4310* Printing/Publishing: all employees

Anticipated Work Impact (Analysis at NDSU)

0000 - Executive/Administrative

Implementation of the workers compensation rate code assignment changes and additions will be changed either by modifying current job codes or creating additional job codes.

Very few employees in this band will be affected.

2000 – Academic

Employees with ‘teaching’ duties/responsibilities will remain in their current workers compensation rate code #9062. Teaching job families in this band will not require modification.

Job families that are not specific to teaching duties/responsibilities will require the creation of additional job codes to accommodate the additional workers compensation rate codes for this job band. Currently, each job family in this job band has required no more than 2 job codes. These job codes have identified the term of appointment (i.e. 12 months = ___ _01 and less than 12 months = ___ _02). Job families that will require additional job codes are:

- #2210 - Graduate Research Assistant
- #2215 - Graduate Service Assistant
- #2230 - Graduate Research Fellow
- #2235 - Graduate Teaching Fellow
- #2240 - Post Doctoral Research Fellow
- #2420 - Research Scientist
- #2421 - Research Associate
- #2422 - Research Assistant
- #2440 - Center Director
- #2450 - Research Extension Center Specialist
- #2451 - Research Extension Center Associate Specialist
- #2452 - Research Extension Center Assistant Specialist
- #2510 - Extension Specialist
- #2540 - Extension Agent
- #2605 - Associate Director Agriculture
- #2610 - Assistant Director Agriculture
- #2615 - District Director Agriculture
- #2810 - International Exchange Scientist

1000 & 3000 through 7000 – Broadbanded Staff

Implementation of the workers compensation rate code assignment changes will be handled either by modifying current job codes, or creating additional job codes. Specific changes are as follows:

1000 BAND: Administrative/Managerial

Very few employees in this band will be affected.

- 1105: Director/Associate Director/Manager

3000 BAND: Professional

Many employees in these families will be affected

- 3105 Accounting/Finance Professional
- 3110 General Administration Professional
- 3115 Facilities/Security Professional
- 3205 Information Systems Professional
- 3210 Public Information Professional
- 3305 Medical Professional
- 3310 Natural/Physical Science Professional
- 3315 Social/Behavioral Science Professional
- 3320 Aviation Professional
- 3325 General Science Professional
- 3405 Educational Services Professional
- 3410 Auxiliary Services Professional
- 3415 General Student Services Professional

4000 BAND: Technical and Paraprofessional

Many employees in these families will be affected

- 4105 Accounting/Finance Technical/Paraprofessional
- 4110 General Administration Technical/Paraprofessional
- 4115 Facilities/Security Technical/Paraprofessional
- 4205 Information Systems Technical/Paraprofessional
- 4210 Public Information Technical/Paraprofessional
- 4305 Medical Technical/Paraprofessional
- 4310 Natural/Physical Science Technical/Paraprofessional
- 4315 Social/Behavioral Science Technical/Paraprofessional
- 4320 Aviation Technical/Paraprofessional
- 4325 General Science Technical/Paraprofessional
- 4405 Educational Services Technical/Paraprofessional
- 4410 Auxiliary Services Technical/Paraprofessional
- 4415 General Student Services Technical/Paraprofessional

5000 BAND: Office Support

Very few employees in this band will be affected.

- 5105 General Clerical
- 5110 Cashier
- 5205 Administrative Assistance
- 5210 Administrative Secretarial
- 5215 Administrative Clerical
- 5220 Information Processing

6000 BAND: Crafts and Trades

All employees, except job family #6105, will be affected.

- 6105 Carpentry
- 6110 Electrical
- 6115 Heating Plant
- 6120 Mechanical Maintenance
- 6125 General Maintenance
- 6130 Painting
- 6135 Plumbing
- 6140 Systems Maintenance
- 6205 Phototechnology
- 6210 Printing Operations

7000 BAND: Services

Very few employees in this band will be affected.

- 7105 Building Services
- 7110 Early Childhood Services
- 7115 Dining Services
- 7120 Laundry Services
- 7205 Auto Services
- 7210 Baking
- 7215 Printing Services
- 7220 Cooking
- 7225 Building Services Supervisor
- 7230 Equipment Operations
- 7240 Dining Services Supervisor

8000 – 9000 – Non-benefited

In the Previous job bands, each position number was tied to one employee. However, in the 8000 and 9000 bands, position numbers allow for multiple incumbents. This will require on going maintenance to match duties/responsibilities and funding sources, as well as matching the workers compensation rate code assignments.

Note: To comply with the new workers compensation rate codes, the North Dakota University System Human Resource Council will develop new job family numbers, names, descriptors and job codes. The job family name will be descriptive of the workers compensation rate codes. In the 8000 and 9000 bands, this will require modification of all position numbers, transferring out employees from one position number to another as needed, due to the employee's workers compensation rate code change. In many cases, it will require the creation of new position numbers to accommodate the addition of and changes in workers compensation rate codes. In the future, the new job families will assist in determining which position number to assign the employee during hiring process. At UND there are at least 1000 temporary position numbers that will need to be changed.

8000 BAND: Student Employment (non-broadbanded)

<i>Job Family #/Name</i>	<i>Workers compensation rate code #/name</i>
8800 Student General	9062 - Education, Library, Day Care, etc.
8805 Student Medical Clinic	9042* - Medical Clinic all employees
8806 Student Medical Hospital	9040* - Medical Hospital all employees
8810 Student Aviation – Ground Crew	7403 - A/C Grounds Crew
8811 Student Aviation – Flying	7405 - A/C Flying Operations
8815 Student Wellness & Entertainment Facilities	9090* - Fitness Centers, Performing Arts
8820 Student Security	7720 - Law Enforcement
8825 Student Farming – Machinery	0006 - Farming/Ranching Machinery
8826 Student Farming – Non-machinery	0007 - Row Crop Nonmachinery Farm Labor
8827 Student Veterinary Medical	8831* - Veterinary surgeons & Hospitals
8830 Student Forest Nursery	0003 - Nursery/Greenhouse
8835 Student Painting	5474 – Painting/Paper Hanging
8836 Student Plumbing	5183 – Plumbing
8837 Student Carpentry	5410C – Carpentry
8838 Student Electrician	5190 – Electrician
8839 Student Heating Plant Operator	5110 – Boiler/Elevator Installation/Service
8845 Student Laboratory	4601 – Lab Work/Medicine
8846 Student Field Work	8605 – Geologist
8847 Student Electronics & IT Hardware	7535 – Electronics Install & Repair
8848 Student Roofer	5545 – Hot Roofing, sandblasting, etc.
8850 Student Custodial, Grounds & Maintenance	9007 – Custodial
8855 Student Dining	9062D – Dining
8860 Student Auto	3630 – Auto Repair
8865 Student Printing	4310* - Printing
8870 Student Heavy Equipment Operator	6042F – Street/Road Construction
8871 Student Bus Driver	7380 – Chauffeurs/School Bus/Ambulance Drivers
8872 Student Delivery	7215 – Trucking/Hauling
8875 Student Warehouse	8292 – General Warehouse/Storage

9000 BAND: Temporary Employment (non-broadbanded)

<i>Job Family #/Name</i>	<i>Workers compensation rate code #/name</i>
9800 Temporary General	9062 – Education, Library, Day Care, etc.
9805 Temporary Medical Clinic	9042* - Medical Clinic
9806 Temporary Medical Hospital	9040* - Hospital
9810 Temporary Aviation – Ground Crew	7403 – A/C Grounds Crew
9811 Temporary Aviation – Flying	7405 – A/C Flying Operations
9815 Temporary Wellness & Entertainment Facilities	9090* - Fitness Centers/Fine Arts
9820 Temporary Security	7720 – Law Enforcement
9825 Temporary Farming – Machinery	0006 – Farming/Ranching
9826 Temporary Farming – Non-machinery	0007 – Row Crop Non-machinery Farm Labor
9827 Temporary Veterinary Medical	8831* - Veterinary Surgeons/Hospitals
9830 Temporary Forest Nursery	0003 – Nursery/Greenhouse
9835 Temporary Painting	5474 – Painting/Paper Hanging
9836 Temporary Plumbing	5183 – Plumbing
9837 Temporary Carpentry	5410C – Carpentry
9838 Temporary Electrician	5190 – Electrician
9839 Temporary Heating Plant Operator	5110 – Boiler/Elevator Installation & Service

9845 Temporary Laboratory	4601 – Lab Work & Medicine
9846 Temporary Field Work	8605 -Geologists
9847 Temporary Electronics	7535 – Electronics Install & Repair
9848 Temporary Roofer	5545 – Hot Roofing, sandblasting, etc.
9850 Temporary Custodial, Grounds & Maintenance	9007 – Custodial
9855 Temporary Dining	9062D – Dining
9860 Temporary Auto	3630 – Auto Repair
9865 Temporary Printing	4310* - Printing
9870 Temporary Heavy Equipment Operator	6042F – Street/Road Construction
9871 Temporary Bus Driver	7380 – Chauffeurs/School Bus/Ambulance Drivers
9872 Temporary Delivery	7215 – Trucking/Hauling
9875 Temporary Warehouse	8292 – General Warehouse/Storage