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**Vision and Dental Insurance Card**

Even though the changes to your dental and vision coverage went into effect in January, you will not be receiving a new card just for your dental or vision insurance. Please know that your Health Choice card serves as your dental and vision insurance card.

**Affordable Care Act for Adjuncts**

The Affordable Care Act (ACA) relating to adjuncts went into effect January 1, 2015. For your convenience, click here for the approved Adjunct ACA Calculation conversion chart. Please use this chart when processing adjunct Employee Status Requisitions.

**Exempt vs. Non Exempt Fair Labor Standards Act (FLSA)**

Supervisors, please make certain that your non-exempt employees are not working over their scheduled hours. If you allow a non-exempt employee to work additional hours, you must offer them overtime or comp time. For your convenience, below are the Fair Labor Standards Act requirements:

Employees whose jobs are governed by the FLSA are either "exempt" or "nonexempt." Nonexempt employees are entitled to overtime pay. Exempt employees are not. Most employees covered by the FLSA are nonexempt.

Some jobs are classified as exempt by definition. For example, "outside sales" employees are exempt ("inside sales" employees are nonexempt). For most employees, however, whether they are exempt or nonexempt depends on (a) how much they are paid, (b) how they are paid, and (c) what kind of work they do.

With few exceptions, to be exempt an employee must (a) be paid at least $23,600 per year ($455 per week), and (b) be paid on a salary basis, and also (c) perform exempt job duties. These requirements are outlined in the FLSA Regulations (promulgated by the U.S. Department of Labor). Most employees must meet all three "tests" to be exempt.

The federal overtime provisions are contained in the Fair Labor Standards Act (FLSA). Unless exempt, employees covered by the Act must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rates of pay. There is no limit in the Act on the number of hours employees aged 16 and older may work in any workweek. The Act does not require overtime pay for work on Saturdays, Sundays, holidays, or regular days of rest, unless overtime is worked on such days.
Employment Opportunities at Langston University

Not only does Langston University provide exciting opportunities for students to achieve career success, it also offers exciting job openings for skilled workers to advance their career.

If you or someone you know are interested in available positions at Langston University, please click here to find available positions at Langston University.

Student Employment Timesheets

Student employment timesheets are due the first working day of each month. Failure to submit student employment timesheets and/or Employment Authorization Forms on this day may result in your student(s) being paid on the next payroll.

Time Sheet Audit

The Office of Human Resources is continuing the audit of all Langston University employee time sheets. It is imperative that all records are up-to-date with an accurate account of your efforts. If you have any unprocessed time sheets, please route them through your chain of command and submit them to the Office of Human Resources, 222 Page Hall, by Monday, March 2nd. For assistance regarding your time records, please contact Jared L. Cole, Employee Communications Specialist/Benefits Analyst, at 466-6036 or via email at jcole@langston.edu.

Time Sheet Policy

Per the Staff Handbook [305.0 Time Sheets, Pg. 32], It is the policy of Langston University to comply with applicable laws that require records to be maintained of the hours worked by our employees. To ensure that accurate records are kept of the hours you actually work (including overtime hours, overload hours, and summer employment, where applicable) and of the accrued leave time you have taken, and to ensure that you are paid in a timely manner, you will be required to record your time worked and your absences on Langston University’s official time sheet(s)/time record. This form should be completed daily by the employee (non-exempt employees) or the designated departmental record keeper (for exempt employees) and forwarded to the supervisor on a monthly basis. After reviewing the form and resolving any discrepancies, your supervisor will sign the form and forward it to the Office of Human Resources by the 10th of the following month (ex: January time sheets must be received in the Office of Human Resources no later than February 10th.)

If paid hourly, your time sheet must be received in the Office of Human Resources/Wage Employment no later than 5:00 p.m., the first working day of each month. (Ex: January time sheets must be received in the Office of Human Resources/Wage Employment no later than 5:00 p.m., the first working day of February.)

Non-exempt employees (wage and salaried) must maintain accurate time sheets. The form will capture all officially approved overtime hours for monetary payment and/or compensatory time. Non-exempt employees’ work must be documented and maintained in accordance with federal regulations and they must maintain detailed records reflecting the actual time worked. Working overtime must be approved in advance by the non-exempt employee’s immediate supervisor, department head, Dean (if applicable) and Vice President.

Leaves of Absence with Pay

Per the Staff Handbook [402.1 Leaves of Absence with Pay, pg. 35], “New employees may use their accrued paid leave for personal illness, funeral attendance, illness of a family member or other personal business, but may not use paid leave for vacation until they have been employed at the university for six months.” Effective immediately, adherence to this policy will be enforced. Your support is greatly appreciated to ensure that university policy is followed. If you should have questions or need additional information, please contact Cynthia S. Buckley, Director of Human Resources, at 466-3204 or via email at csbuckley@langston.edu.
Bereavement Leave Policy

Per the Staff Handbook [402.2 Bereavement (funeral leave), Pg. 37], In the case of a death in the immediate family, Langston University employees may be granted funeral leave with pay for a period not to exceed three (3) working days. In some cases three (3) days may not be sufficient. Additional time may be recommended to the Office of the President by the appropriate Vice President via a University “Request for Leave” form. For the purpose of this policy, the immediate family is defined as a father, mother, sister, brother, son, daughter, husband, wife, grandfather, grandmother, grandchild, aunt, uncle or corresponding in-law relations.

Blue Cross Blue Shield

Click here to access the February edition of the "LifeTimes" Blue Cross Blue Shield health and wellness newsletter.

Langston University Human Resources developed this information for the convenience of LU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy and contract should be consulted as the authoritative source. Langston University continually monitors benefits, policy and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.

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