

# EXTRA HELP – Hospital (excludes Nursing)

Hospital Webinar

February 2018



# Non-status Appointment

- Fulfill casual or emergent need
- The amount of time for which services are needed is not usually predictable
- Limited to 900 hours
- Payment for work performed is on an hourly basis



# Breaks

- Required by State Universities Civil Service System rules to take a 30-calendar-day break after working 900 hours
- At the end of the 30-day period, another 900-hour employment cycle can begin with a new position
- If an Extra Help position has accrued 900 consecutive hours, the position shall not be reestablished until 6 months have elapsed



# Cost and Additional Charges

- Per University policy the rate of pay is based on the and Union contracts or Open Range pay plans and the title used
- Clearances
- Costs associated with Patient Protection and Affordable Care Act (PPACA) if the employee is eligible for coverage



# Non-Benefit Eligible

- Not eligible for University of Illinois employee benefits such as paid sick leave, vacation, holidays, insurance, SURS, etc.
- Pays into Social Security
- Covered under the Illinois Worker's Compensation Act for any on-the job injury



# Usage

## When to use Extra Help

- Short term assignments which has a start and end date (less than 900 hours)
- Clerical needs
- Seasonal – Employees that work during a specific time frame such as summer only, at the beginning of a semester, events, etc. which never work more than 900 hours in a consecutive 12 calendar month

## When not to use

- Long term assignment which has no end date (need is for more than 900 hours)
- Specialty needs (Bilingual)



# Department and Employee Responsibilities

## Department

- Monitor 900 hours
  - If you are not approving Timesheets -Request copies
  - Create a Spreadsheet
- Add Manual checks (PHICHEK) also notify Extra Help Services when this occurs

## Extra Help Employee

- Monitor 900 hours by viewing Pay Stubs in Nessie



# Go Live Date

- Monday, March 5, 2018

