

Temporary Non-Instructional Hourly Employee
(“TNHE” for purposes of this document)
FAQs

I’m not familiar with the designation “Temporary Non-Instructional Hourly Employee.” Who is this?

This employee type is better known as “temporary hourly non-exempt.”

How does this “1,000 hour” rule work again?

TNHEs may work up to 1,000 hours in a fiscal year. Time worked for UNLV as a TNHE direct hire or through a temporary agency, along with any time worked in the NSHE system counts toward the 1,000 hours. It doesn’t matter if the work is intermittent or on a defined schedule.

How can I find the number of hours a TNHE has worked in the fiscal year in Workday?

Currently, the AA or supervisor with “supervisory org” access can only view the number of hours the TNHE worked in their particular area. For example, if a TNHE works in both Library and Career Services, the AA with “Library supervisory org” access can only see the hours the TNHE works in Library.

HR will be initiating a request to HCM (the NSHE body that votes on business process changes in Workday) for a report option and/or view in Workday for all hours worked in the NSHE system. Users will be notified when this capability is activated. Remember, hours worked through a temporary agency will never be available in Workday and will always need to be tracked manually.

Workday navigation to view total hours worked in your area: Type “hours worked” in the Workday search bar. Type the TNHE’s name in the “worker field.” (To get a list of all employees in your area, select the appropriate “supervisory organization.”) Select the date range for the report. Click “OK.” On the next screen, scroll to the bottom of the page to see total hours worked.

How do I know if my TNHE has accumulated hours at another NSHE institution or another department?

Currently, you are unable to view the hours any employee works at other institutions or other departments through Workday. HR will be initiating a request to HCM (the NSHE body that votes on business process changes in Workday) for a report option and/or view in Workday for all hours worked in the NSHE system. Users will be notified when this capability is activated. Remember, hours worked through a temporary agency will never be available in Workday and will always need to be tracked manually.

For now, prior to hire, please ask your TNHE if they have worked or will work for UNLV or another NSHE institution either directly or through a temporary agency. If so, you will have to track their hours manually and add them to the information available in Workday. Please contact Central HR, (702) 895-3504 anytime you need information regarding hours worked outside your supervisory organization.

How do I know if my TNHE has accumulated hours at a temporary agency?

There is no UNLV system that tracks hours worked for employees employed through a temporary agency. Prior to hire, ask the employee if they have worked for UNLV or another NSHE institution through a temporary agency. If they have, request documentation on the number of hours worked during the current fiscal year.

I have a TNHE who is approaching the 1,000 hour per fiscal year limit. What do I do?

You should notify the TNHE that they are nearing the 1,000-hour limit. Once the TNHE has reached the limit, you must terminate their employment for that fiscal year. You may consider re-employing the TNHE for any open position for which they are qualified for the next fiscal year.

My TNHE has worked more than 1,039 hours. Now what?

Your TNHE is now eligible for PERS contributions retroactive to their start date, and your department will bear that expense in its budget. There may be additional obligations such as eligibility for health care under ACA.

I have temporary student employees. Do they need to adhere to the “1,000 hour” rule?

Students are not eligible for PERS, however, there may be implications for health care benefits under the ACA depending on the number of hours they work within a specific timeframe. HR will provide additional information and training on this in the near future.

My TNHE has worked over multiple fiscal years but has never reached the 1,000-hour limit in any single fiscal year. Do I have to terminate them?

No. As long as the TNHE doesn't reach 1,000 hours, they don't need to be terminated.

Is there an onboarding checklist I can use for each employee classification type?

The Workday onboarding process is the same for a new hire initiated through Workday recruitment or through the “pooled” process. However, many of the fields will not be pre-populated using the “pooled” process for TNHEs. An Onboarding checklist is available in the Onboarding Worklet in Workday.

What do I with the Temporary Hourly Employee Information Sheet (Attachment B to the directive) after my TNHE signs it?

For signed documents you have on hand, attach the document to “worker documents” in Workday. Ongoing, the document should be attached at the time you initiate the “hire” or “add job” business process.

Workday navigation to attach form at “hire” or “add job”: From Employee Record select “Actions,” then “Worker History,” then “Maintain Worker Documents,” then “Add,” then “Select Files.” Locate and select the document on your computer, then “OK.”

Does my TNHE have to sign a Temporary Hourly Employee Information Sheet at the beginning of each fiscal year?

No. It is only required at the time of hire or rehire. However, best practice would be to review this document at the beginning of the fiscal year for any TNHEs who roll over from year to year.