Wage Employees and Supervisors,

Thursday, May 1st will begin the new 12 month Standard Measurement Period (SMP) for wage employees to be in compliance with the 1500 hour State guidelines in accordance with the Affordable Care Act.

Many of you have been using the attached wage weekly time sheet to track your hours for both budget hours and SMP hours. When entering your Balance Forward on the next time sheet, pay period 5/5/14-5/18/14, you need to make sure you adjust your SMP hours by subtracting any hours you worked May 1st through May 4th of the current pay period. Please see the attached sample wage weekly time sheet – you will see the 1500 hours has been reduced by 12 hours for what was worked May 1 and May 2 of the previous pay period.

Your budget hours will not be affected at this point...you will continue to track your budget hours until the end of the fiscal year through pay period 6/2/14-6/15/14. The first pay period of the new budget year will begin with the pay period 6/16/14-6/29/14 and you will adjust your balance forward for budget hours at that time.

If you have any questions concerning how to complete your time sheet or any questions in general concerning the SMP 1500 hours, please feel free to contact me directly.

Thank you!

Cheryl A. Dunn
Director of Financial Systems
University of Mary Washington
1125 Jefferson Davis Hwy
Suite 480
Fredericksburg, VA 22401
540.654.1244
540.654.2020 (fax)
cdunn@umw.edu
www.umw.edu

Highly sensitive data should never be embedded within or attached to an email. Highly sensitive data includes social security numbers, passport numbers, driver’s license numbers, banking account numbers, credit card numbers, and full name in conjunction with corresponding full date of birth. If you need to provide sensitive data, please contact the Payroll Office by phone. Please refer to UMW IT Policies webpage for specific guidance concerning sensitive data.

The information contained in this message may be privileged, confidential, and protected from disclosure. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately by replying to the message and then deleting it from your computer. Thank you.