1. Please confirm current employee population of The University of Texas Southwestern Medical Center (the “University”) of 14,500; does this include contract employees as well?

The current employee population is 14,907.

2. Will the University need to upload historical leave of absence data, or start fresh?

The University will need to upload approximately 2 years of historical data.

3. When is UT Southwestern looking to “go-live” with the project?

The exact “go-live” date is currently undetermined; however it is expected to be before the end of the 2016 calendar year.

4. How many UT Southwestern employees will be working as administrators in our leave system as administrators?

Approximately 5 to 6 leave administrators will be working within the leave system.

5. How many UT Southwestern employees will need view access to our system, or access to reports?

Approximately 28 employees will need view access and the capability to run reports as Human Resources Administrators. Additionally, approximately 1,800 employees will need access to the system to view information and run reports as managers or department administrators.

6. How many interface files does UT Southwestern anticipate will be required? (For example: time and attendance, payroll integration, STD/WC/FMLA file integration, health and welfare billing etc.)

UT Southwestern Medical Center will need 2 interface files for the historical data upload and thereafter 2 interface files on an ongoing basis.

7. Is there anything we should avoid in implementing our proposed FMLA compliance system solution?

Please be more specific.
8. Will the University require performance guarantees, if so can we get a copy of requirements?

From a performance perspective we would require performance to be 100% at all times. In a worst case scenario regarding unforeseen matters, we would require downtime to be between 5 minutes to 1 hour, but preferably closer to 5 minutes. Additionally, we would require to be alerted as soon as possible for foreseen changes or issues. We also require instant online technical support to be available 24 hours per day, 7 days per week in the event of an issue.

9. Will UT Southwestern require the ability to upload pdf images? If so, approximately how many images per month?

Yes, approximately 833 per month.

10. Will the University require a historical upload of pdf images? If so, approximately how many during the one-time implementation?

Yes, approximately 28,000.

11. Will UT Southwestern require single sign-on to the leave system?

A single sign-on to the leave system is preferred.

12. Does the University prefer email or US postal mailing for notices to their employees?

The regulations require the University to mail notices to employees that are currently off work due to their serious health condition and we will handle our own mailing for those notices. Notices will also be sent via the work email address to all employees and their supervisors. Additionally, we would like to have the option to include a personal email address for the employee’s notices upon request.

13. Is UT Southwestern interested in using a health and welfare billing tool in the leave system?

No, this is not applicable to our needs.

14. How many company sponsored leaves does University currently have to administer? (Examples include: company leaves i.e., personal leave, administrative leave, company medical leave (non-FMLA), company family leave (Non-FMLA), parental leave (non-FMLA))

UT Southwestern’s Leave Administration department administers 5 non-FMLA leaves, including Parental Leave, Military Leave, Catastrophic Sick Leave, Sick Leave Donations and Emergency Leave.
15. How do you expect your population will report intermittent hours?

We would expect employees to report intermittent FMLA hours through self-service with a routing of the reported hours to the supervisor for final approval. We would also need the capability of a feed of the reported hours into Kronos and vice-versa.

16. Will you require our system to interact with your STD/WC carriers for leave designations etc.?

No, we will not need our system to interact with the STD/WC carriers for leave designations.

17. 5.3.5 Does the system have the capability to calculate Military Leave Pay Differentials? Please explain in more detail what UT Southwestern is looking for.

Texas Government Code, Section 661.904, allows an unpaid leave of absence to an employee called to active duty during a national emergency under Title 10 or 32, United States Code, to serve in a reserve component of the U.S. Armed Forces.

If the employee’s military pay is less than the employee’s gross pay from the State, Texas Government Code, Section 661.9041, requires state agencies to grant paid emergency leave to that employee who is on unpaid military leave in order to provide a pay differential. The combination of differential pay (emergency leave) and military pay may not exceed the employee’s actual state gross pay.

As required by Texas Government Code, Section 661.9041 (c), the State Auditor’s Office established the guidelines below to assist state agencies in determining the amount of emergency leave to grant to an employee on military leave for the purpose of differential pay.

**Determining Eligibility**

A state employee in a reserve component called to active duty in support of a national emergency (under Title 10 or 32 of the United States Code) and whose military pay is less than his or her **gross state pay** is eligible for emergency leave to ensure that the employee does not lose compensation. Differential pay (emergency leave) should **not** be granted under Texas Government Code, Section 661.9041, for normal military training or attendance at military schools. Those authorized paid absences are covered by Texas Government Code, Section 437.202.

To determine an employee’s eligibility for differential pay (emergency leave), the agency or higher education institution should request a copy of the employee’s Military Leave and Earnings Statement (LES) and determine the total military pay that the employee is entitled to receive. The LES contains information on the total paid salary with supplements the service member receives. State agencies and institutions of higher education should exclude pay the employee receives for time spent in a combat zone, hardship duty pay, and family separation pay.
State agencies and higher education institutions should request copies of each service member's LES each month for which emergency leave is going to be granted. The employee’s military pay may change during his or her period of active duty because of a promotion or change in entitlements, thereby ceasing of the need for state military differential pay (emergency leave).

Information on the LES is available at:

**Determining the Amount of the Military Pay Differential**
A state agency and higher education institution should compute the number of emergency leave hours to be granted for the military pay differential by:

1. Dividing the employee’s total monthly pay (excluding pay received while assigned to a combat zone, hardship duty pay, and family separation pay) earned during **active duty** by the number of standard work hours in the month to determine the military hourly pay rate for the month. This will need to be calculated each month as the number of standard work hours may change from month to month.

2. Dividing the employee’s monthly gross pay (includes longevity pay, benefit replacement pay, and other forms of state pay) earned from **state employment** by the number of standard work hours in the month to determine the state hourly pay rate for the month. This will need to be calculated each month as the number of standard work hours may change from month to month.

3. Calculating the difference between the employee’s total **military pay** and the employee’s total gross **state pay** for the month.

4. Dividing the difference between the employee’s total military pay and the employee’s total gross state pay for the month by the employee’s state hourly rate to determine how many emergency leave hours need to be granted.

**Example**
- An employee earns $2,000 per month in military pay on active duty (excluding pay provided while serving in a combat zone, hardship duty pay, and family separation pay).
- The employee’s gross state pay is $2,723 per month.
- In the month of February 2011, there were 160 work hours (20 workdays multiplied by 8 work hours).
Calculations

- The average hourly rate for the employee’s military pay is $12.50 ($2,000 divided by 160 hours).
- The average hourly rate for the employee’s gross state pay is $17.02 ($2,723 divided by 160 hours).
- The pay difference per month is $723 (the employee’s total military pay minus the employee’s total gross state pay).
- The employee would be paid for 42.48 hours of emergency leave to make up for the difference in pay ($723 divided by the state hourly rate of $17.02).