

Part-time Audit Information

As required by the Department of Central Management Services (CMS), Southern Illinois University Carbondale (SIU) will annually conduct a time audit in accordance with State of Illinois Group Insurance Act and the eligibility requirements found on Page 6 of the July 1, 2018, [State of Illinois Benefit Handbook](#). If, upon review, an employee is found to utilize an excess of 30 days in unprotected dock or served suspension status between June 1 and May 31, the employee will be required to fund a percentage of the State's portion of the insurance premium, in addition to the employee portion. At SIU, we often refer to this time as Absence Without Pay (AWOP) time.

If unprotected dock is taken immediately prior to and immediately after scheduled days off, the scheduled time off will be counted in the total of unprotected dock time. Scheduled days off may include weekends, vacation days, sick days, and/or regularly scheduled days off. Protected leaves, academic breaks, holidays and administrative closures are considered protected time and will not be included in the calculation.

For example, if an employee is found to have accumulated 31 days of unprotected dock time during an audit period (June 1, 2020 to May 31, 2021) and their standard work day is 7.5 hours, they will be moved from full-time status to 88.12% time within CMS and pay 11.88% of the State's insurance costs in addition to the employee insurance costs from September 1, 2021-August 31, 2022. If they exceed the 30 days, they will have the option to waive coverage within 60 days from the effective date. On June 1, 2022, an employee's percentage of time worked will be re-evaluated based on the days in unprotected dock or served suspension status between June 1, 2021 and May 31, 2022.

As part of this audit, HR will request timesheets and AWOP forms from departments for employees utilizing unprotected dock time. These documents are required to be submitted to CMS if the employee exceeds 30 days of unprotected dock time.

CMS has the authority to review the documentation and bill for any missed employer premiums that should have been collected during the audit period.

The employee, their supervisor and the fiscal officer will be notified by SIU Human Resources if the employee is moved to part-time status for CMS. Please note a change to part-time status for CMS does not change the FTE for an employee at SIU.

If employees are utilizing unpaid time or leaves, please contact HR to discuss the best options for leaves and implications of unpaid time on insurance. For questions regarding leaves, unprotected dock or served suspension time, please contact Tara Moore in HR Records at 618-453-6604. If you have questions regarding insurance or benefits, please contact Vanessa Sneed in HR Benefits at 618-453-6683.