

Holiday and Winter Break Time Entry Guidance for Non-Exempt Benefited Employees

Happy New Year!

With the recent holidays and winter closure, below is guidance on how to both enter time off from the break as well as any time worked. **Please note, this guidance is only applicable for salaried non-exempt employees.** Hourly non-benefited employees and salaried exempt (benefited and non-benefited) do not need to make any entries for the holidays or winter closure. If an hourly non-benefited employee did work hours during winter closure, those would be entered as hourly hours as usual.

All salaried non-exempt employees, no matter if they worked during winter closure or not, will enter the following on their normally scheduled work days.

| Dates | Time Reporting Code | Hours |
|------------------------|-----------------------|----------------|
| December 24-25 | Holiday Hours | 8 if FT 40 FTE |
| December 26, 27, 30 | Time Off Winter Break | 8 if FT 40 FTE |
| December 31, January 1 | Holiday Hours | 8 if FT 40 FTE |

If you were scheduled to work over winter closure, you will need to enter the hours worked as well as the above holiday and time off winter break entries. Hours worked on designated holidays (Dec. 24, 25, 31 and Jan. 1) will be entered using “regular hours” time reporting code. Hours worked on designated winter closure dates (Dec. 26, 27, 30) will be entered using the “winter break hours worked” time reporting code. The following outlines potential examples of time cards, depending on when you may have worked and/or been on call.

Examples:

Employee does not work on a holiday or winter closure day, but works 2 hours on the weekend. In this example the employee will receive 2 hours of compensatory time.

| Time Reporting Code | Sun., Dec. 22 | Mon., Dec. 23 | Tues., Dec. 24 | Wed., Dec. 25 | Thurs., Dec. 26 | Fri., Dec. 27 | Sat., Dec. 28 |
|-----------------------|------------------|------------------|-------------------|------------------|--------------------|------------------|------------------|
| Regular Hours | | 8 | | | | | 2 |
| Holiday Hours | | | 8 | 8 | | | |
| Time Off Winter Break | | | | | 8 | 8 | |

Employee works 4 hours on holiday. In this example the employee will receive 4 hours at time and one-half for a total of 6 hours compensatory time.

| Time Reporting Code | Sun., Dec. 22 | Mon., Dec. 23 | Tues., Dec. 24 | Wed., Dec. 25 | Thurs., Dec. 26 | Fri., Dec. 27 | Sat., Dec. 28 |
|-----------------------|------------------|------------------|-------------------|------------------|--------------------|------------------|------------------|
| Regular Hours | | 8 | 4 | | | | |
| Holiday Hours | | | 8 | 8 | | | |
| Time Off Winter Break | | | | | 8 | 8 | |

Employee works 4 hours on a winter closure day. In this example the employee will receive 4 hours of compensatory time.

| Time Reporting Code | Sun., Dec. 22 | Mon., Dec. 23 | Tues., Dec. 24 | Wed., Dec. 25 | Thurs., Dec. 26 | Fri., Dec. 27 | Sat., Dec. 28 |
|---------------------------|------------------|------------------|-------------------|------------------|--------------------|------------------|------------------|
| Regular Hours | | 8 | | | | | |
| Holiday Hours | | | 8 | 8 | | | |
| Time Off Winter Break | | | | | 8 | 8 | |
| Winter Break Hours Worked | | | | | | 4 | |

Employee is on-call on a holiday. Please note this only applies to holidays and not winter closure days. In this example the employee will receive 16 hours of compensatory time for the 2 holidays plus \$26/day for each day on-call.

| Time Reporting Code | Sun., Dec. 22 | Mon., Dec. 23 | Tues., Dec. 24 | Wed., Dec. 25 | Thurs., Dec. 26 | Fri., Dec. 27 | Sat., Dec. 28 |
|-----------------------|------------------|------------------|-------------------|------------------|--------------------|------------------|------------------|
| Regular Hours | | 8 | | | | | |
| Holiday Hours | | | 8 | 8 | | | |
| Time Off Winter Break | | | | | 8 | 8 | |
| On Call Hours | | | 8 | 8 | | | |
| On Call Pay | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

Note, any potential compensatory time earned will be calculated by the system. Employees only need to enter holiday/time off winter break as well as any hours worked or on call. **If your department uses TimeClock Plus (TCP) or AiM, your department will feed all necessary time reporting as usual unless directed by your department.**

If you have any questions please contact payroll1@uwyo.edu.