



## UW Summer Hours Begin May 18

University of Wyoming business and administrative offices will observe summer hours (7:30 a.m.-4:30 p.m.) beginning Monday, May 18.  
UW offices will be closed Monday, May 25, for Memorial Day and Friday, July 3, for Independence Day.

## Voluntary Reduction in Summer Hours

The continuation of the voluntary reduction in hours for the summer of 2020 has been approved by the President. All full-time staff employees are eligible to participate in a voluntary reduction of summer hours from 40 to 32 hours per week, with a corresponding reduction in pay. The reduced schedule of working hours for the summer must be approved by the supervisor. The reduction in hours is available for the full months of June, July and August only. If the position is critical to university operations the request may be denied. Quick Reference Guides have been updated with summer voluntary reduction of hours specific details.

## To process this request as a Supervisor

To process a change in *working hours* due to voluntary reduction of hours for summer in the most systematically efficient way possible, *it is recommended the individual's supervisor complete the change in HCM.*

1. A supervisor must submit the HCM transaction using Change Working Hours, please reference the QRG [Updating Working Hours](#) to reduce the individuals working hours to 32.
2. The supervisor will reduce the salary to be .8 FTE (32 hours) and divisible by 12. Calculation details are in the QRG [Change Salary](#).
3. Include the employee's position number in the comments of the HCM transaction.
4. Attach a note from the employee requesting the reduction to the HCM transaction.
5. The transaction will be routed through HCM to be reviewed and approved by the Appointing Authority.
6. Payroll will confirm adjusted pay.
7. **Please note, the steps must be followed a second time using effective date of the return to full hours when the summer hours are completed.**

## To process this request as a Decentralized Human Resources Representative

Alternatively, Decentralized Human Resources Representatives (DHRs), can submit the change in hours and salary on behalf of the supervisor. As a DHR, the individuals' working hours must be reduced to 32 hours, along with a second transaction to reduce the salary to be .8 FTE (32 hours) and divisible by 12 to be accurate with the decrease in working hours.

1. A DHR can submit the HCM transaction, please reference step 4 of the QRG [Assignment Change](#).
2. DHR will reduce the salary to be .8 FTE of full salary, divisible by 12. Calculation details are in the QRG [Manage Salary](#).
3. Include the employee's position number in the comments of the HCM transaction.
4. Attach a note from the employee requesting the reduction to the HCM transaction.
5. The transactions will be routed through HCM to be reviewed and approved by the Appointing Authority.
8. Payroll will confirm adjusted pay.
6. **Please note, the steps must be followed a second time using effective date of the return to full hours.**

If you have questions please contact HR Classification / Compensation.