Winter Recess Break - December 2020

Sections:
1. Time Reporting Instructions
2. Scenarios/Examples for Time Worked on a Holiday
3. Reporting and Approving Deadlines (Time & Labor and Paid Time Off)
4. Paycheck Dates for Temporary and Bi-Weekly Employees

1. Time Reporting Instructions

Below are the time types to use when reporting hours over the winter recess and guidelines for clerical/technical workers.

<table>
<thead>
<tr>
<th>Date</th>
<th>If you do not work</th>
<th>If you work</th>
<th>What you are entitled to if you work</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/21 (MON)</td>
<td>HOL</td>
<td>REG</td>
<td>A floating holiday to be taken later (see note 3 below).</td>
</tr>
<tr>
<td>12/22 (TUE)</td>
<td>HOL</td>
<td>REG</td>
<td>A floating holiday to be taken later (see note 3 below).</td>
</tr>
<tr>
<td>12/23 (WED)</td>
<td>HOL</td>
<td>REG</td>
<td>A floating holiday to be taken later (see note 3 below).</td>
</tr>
<tr>
<td>12/24 (THU)</td>
<td>Morning</td>
<td>REG</td>
<td>A floating holiday to be taken later (see note 3 below).</td>
</tr>
<tr>
<td></td>
<td>Afternoon</td>
<td></td>
<td>Time-and-a-half for the hours worked, reported as HWK-Holiday Worked. You are also entitled to one of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- FHE- Floating Holiday Earned for the hours worked (see note 2 below) that you can bank and use as time off later on by reporting Floating Holiday Taken (FHT). OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Floating Holiday Pay (FHP) for the hours worked (see note 2 below).</td>
</tr>
<tr>
<td>12/25 (FRI)</td>
<td>HOL</td>
<td>HWK</td>
<td>Time-and-a-half for the hours worked, reported as HWK-Holiday Worked. You are also entitled to one of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- FHE- Floating Holiday Earned for the hours worked (see note 2 below) that you can bank and use as time off later on by reporting Floating Holiday Taken (FHT). OR</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>-----</td>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>12/26</td>
<td>SAT</td>
<td>N/A</td>
<td>Your regular pay, but not floating holiday.</td>
</tr>
<tr>
<td>12/27</td>
<td>SUN</td>
<td>N/A</td>
<td>Your regular pay, but not floating holiday.</td>
</tr>
<tr>
<td>12/28</td>
<td>MON</td>
<td>HOL</td>
<td>A floating holiday to be taken later (see note 3 below).</td>
</tr>
<tr>
<td>12/29</td>
<td>TUE</td>
<td>HOL</td>
<td>A floating holiday to be taken later (see note 3 below).</td>
</tr>
<tr>
<td>12/30</td>
<td>WED</td>
<td>HOL</td>
<td>A floating holiday to be taken later (see note 3 below).</td>
</tr>
<tr>
<td>12/31</td>
<td>THU</td>
<td>HOL</td>
<td>A floating holiday to be taken later (see note 3 below).</td>
</tr>
<tr>
<td>1/01</td>
<td>FRI</td>
<td>HOL</td>
<td>Time-and-a-half for the hours worked, reported as HWK-Holiday Worked.</td>
</tr>
</tbody>
</table>

You are also entitled to one of the following:
- Floating Holiday Earned (FHE)
- Floating Holiday Pay (FHP) for the hours worked

Notes:
1. The grid above refers to HUCTW and nonunion, overtime-eligible, clerical/technical employees only. This grid represents the most common, Mon-Fri work schedule. If an employee’s regular schedule provides for them to work on Saturday or Sunday and have a day off during the week, the Saturday or Sunday hours should be treated as above for non-holiday weekdays, the “regular days” off would be treated as Saturday/Sunday above. This is to ensure that all employees receive 7.5 “recess days”.
2. The maximum value of a floating holiday earned or paid is one-fifth of the employee's scheduled hours for the week.
3. Floating holiday time earned during winter recess cannot be received as pay (FHP). Employees who work on winter break must use this time as time off prior to the end of the fiscal year (6/30). Departments that have their employees record their time as FHE must not pay any unused portion of this time out to the employee at separation or as part any payout of unused floating holiday time at the end of the fiscal year.

### 2. Scenarios/Examples for Time Worked on a Holiday

Extra hours for a holiday worked are not paid automatically. If an employee works on a holiday, they should report HWK to be paid at a rate of 1.5 times their normal pay for the holiday hours worked. The employee is also entitled to their regular pay for the holiday (FHP), or they may bank the time (FHE) and take time off at a later date (up to 1/5 of the employee weekly scheduled hours).

To receive it as pay:
- The employee should report HOL for all hours not worked and HWK & FHP for all hours worked.

To receive as time off:
The employee should report HWK to receive pay for the hours worked and FHE to bank the time off. At a later date, when the time is taken, they should report FHT with a comment that it is time owed for working on the holiday. This time must be used prior to the end of the fiscal year (6/30).

Key points to remember about holiday reporting time codes:

- **HWK** – Holiday Worked
  - Paid at 1.5 x Hourly Rate
  - Adds to Overtime Hours

- **HOL** – Holiday
  - Paid at Hourly Rate
  - Adds to Overtime Hours

- **FHP** – Floating Holiday Pay
  - Paid at Hourly Rate
  - Does not add to Overtime Hours
  - Maximum value of a floating holiday earned or paid is one-fifth of the employee's scheduled hours for the week.

- **FHE** – Floating Holiday Earned
  - Hourly rate hours that are banked and used for time off later on
  - Does not add to Overtime Hours
  - Maximum value of a floating holiday earned or paid is one-fifth of the employee's scheduled hours for the week.

### Working on Holiday Scenarios (all scenarios assume a M-F, 7 hours a day schedule)

1. Employee not working on Christmas Eve (12/24).
   - Report: 12/24 HOL 3.50
     - VAC 3.50

2. Employee works only the morning of Christmas Eve (12/24).
   - Report: 12/24 REG 3.50
     - HOL 3.50

3. Employee works full 7-hour schedule on Christmas Eve (12/24) and elects to receive the afternoon hours as a holiday payout (FHP).
   - Report: 12/24 REG 3.50
     - HWK 3.50
     - FHP 3.50

4. Employee works 7 hours on Christmas (12/25), elects to take floating holiday on January 5.
   - Report: 12/25 HWK 7
     - FHE 7
   - Timesheet for next week: 01/05 FHT 7

5. Employee works 4 hours on Christmas (12/25) and elects to receive holiday payout.
   - Report: 12/25 HWK 4
     - HOL 3
6. Employee works 4 hours on Christmas (12/25) and elects to use the floating holiday on January 5.

Report: 12/25 HWK 4
HOL 3
FHE 4

Timesheet for the week of: 01/05 REG 3
FHT 4

7. Employee works 10 hours on New Year’s Day (1/01) and elects to receive holiday payout.

Report: 01/01 HWK 10
FHP 7

Examples of how to report if a non-exempt benefited employee is working on one of the recess days:

### Working on a Recess Day (all scenarios assume a M-F, 7 hours a day schedule)

1. Employee works normal shift on Monday (12/28).

Report: 12/28 REG 7
FHE 7*

2. Employee works a partial day on Monday (12/28).

Report: 12/28 REG 4
HOL 3
FHE 4*

3. Employee works 10 hours on Monday (12/28).

Report: 12/28 REG 10
FHE 7*

* Departments that have their employees record their time as FHE must not pay any unused portion of this time out to the employee at separation or as part any payout of unused floating holiday time at the end of the fiscal year.

3. Reporting & Approving Deadlines (PS Time & Labor & Paid Time Off)

<table>
<thead>
<tr>
<th>By this date</th>
<th>Who</th>
<th>This must be completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, November 24 by 5:00 PM</td>
<td>Reporters</td>
<td>Time and absence entry deadline for the weekly period of 11/22-11/28</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• weekly check of 12/04</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• biweekly check of 12/04</td>
</tr>
<tr>
<td>Wednesday November 25</td>
<td>Approvers</td>
<td>Time and Absence approval deadline for the period of 11/22-11/28</td>
</tr>
<tr>
<td>approve absences by 3:30 PM and the</td>
<td></td>
<td>the timesheet by 5:00 PM</td>
</tr>
<tr>
<td>Date</td>
<td>Deadline Time</td>
<td>Role</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Thursday, December 3</td>
<td>5:00 PM</td>
<td>Reporters</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, December 4</td>
<td>3:30 PM and the timesheet BEFORE 5:00 PM.</td>
<td>Reporters</td>
</tr>
<tr>
<td>PeopleSoft Release system going down at 5:00 until Mon 8:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, December 10</td>
<td>5:00 PM</td>
<td>Reporters</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, December 11</td>
<td>3:30 PM and the timesheet by 5:00 PM.</td>
<td>Approvers</td>
</tr>
<tr>
<td>Friday, December 11 (OPTIONAL*)</td>
<td>5:00 PM</td>
<td>Approvers</td>
</tr>
<tr>
<td>Monday, December 14 (OPTIONAL*)</td>
<td></td>
<td>Reporters (who do not report hours in advance of recess break or work over recess).</td>
</tr>
<tr>
<td>Tuesday, December 15</td>
<td>5:00 PM</td>
<td>Reporters (who do not report hours in advance of recess break or work over recess).</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, December 16</td>
<td>3:30 PM and the timesheet by 5:00 PM.</td>
<td>Approvers</td>
</tr>
<tr>
<td>Tuesday, December 22</td>
<td>5:00 PM</td>
<td>Reporters (who do not report hours in advance of recess break or work over recess)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, December 23</td>
<td>3:30 PM and the timesheet by 5:00 PM.</td>
<td>Approvers</td>
</tr>
</tbody>
</table>

*Managers (approvers) can request their time reporters to report their time in advance for the recess period starting in the second week of December. The manager can approve that time as soon as it is reported. The optional reporting/approving deadlines noted in the grid can be used by the schools/departments to formalize a communication to their reporters/approvers a deadline for reporting/approving the recess break hours.*
4. Paycheck Dates for Temporary and Bi-Weekly Employees

Paydays for overtime-eligible and Admin Professional staff during the holiday recess will be as follows:

<table>
<thead>
<tr>
<th>This group</th>
<th>Will be paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime Eligible and Admin Professional</td>
<td>Friday, December 18 for the weeks of 11/29-12/5 and 12/6-12/12</td>
</tr>
<tr>
<td>Student and non-student temporary workers Service and trades workers</td>
<td>Friday, December 18 for the week of 12/6-12/12</td>
</tr>
<tr>
<td>Student and non-student temporary workers Service and trades workers</td>
<td>Wednesday, December 23 for the week of 12/13-12/19</td>
</tr>
<tr>
<td>Overtime Eligible and Admin Professional</td>
<td>Thursday 12/31 for the weeks of 12/13-12/19 and 12/20-12/26</td>
</tr>
<tr>
<td>Student and non-student temporary workers Service and trades workers</td>
<td>Thursday 12/31 for the week of 12/20-12/26</td>
</tr>
</tbody>
</table>

**NOTE:** All checks will be mailed to the home address on file as per current processes, checks will not be available for pickup. Please ensure home addresses are updated in PeopleSoft.