

Bonus Day Reporting for Calendar Year 2021

As announced by President Bacow in his email on April 14, 2021, the University has awarded two additional paid days off (bonus days) for the summer of 2021. These bonus days are granted for 2021 only and are not official University Holidays and should not be treated as such.

Many users have asked which time types to use when reporting time for the two bonus days. Here are some guidelines for **clerical/technical workers**. (See note 1).

Time Reporting Scenarios

For the two bonus days this year (June 1st and July 2nd), non-exempt employees will be paid double time for hours worked, they will not be able to “bank” time to be taken later. In addition to reporting Regular (REG) for hours worked, there are three new time reporting/earnings codes to report this time.

Time Reporting Codes:

BDO – Bonus Day Off

- Used to report hours scheduled but not worked
- Paid at hourly rate

BDW – Bonus Day Worked

- Used to report hours worked (to pay double time)
- Paid at hourly rate
- Does not add to overtime hours but does add to FLSA rate

BDP– Bonus Day Paid

- Used to pay out hours for those not scheduled to work (payout is one-fifth of the employees scheduled hours for the week)
- Paid at Hourly Rate
- Does not add to Overtime Hours

REG– Regular

- Used to report hours worked
- Paid at hourly rate

Bonus Day Time Reporting Scenarios (all scenarios assume a 35-hour schedule)
Employee scheduled but not working on June 1. Report: 6/1 BDO 7
Employee scheduled but works only the morning of June 1. Report: 6/1 REG 3.50 BDW 3.50 BDO 3.50
Employee is not scheduled to work on July 2. Report: 7/2 BDP 7
Employee works 7 hours on July 2. Report: 7/2 REG 7 BDW 7
Employee works 10 hours on July 2 (see note 2). Report: 7/2 REG 10 BDW 10
Employee not scheduled to work on July 2, works 3 hours. Report: 7/2 REG 3

BDW 3 BDP 4
Bonus Day Time Reporting Scenarios (compressed work week)
Employee working compressed week, not scheduled for 6/1 Report: 6/1 BDP 7 (1/5 of scheduled hours)
Employee working compressed week, scheduled to work on 6/1 but not working Report: 6/1 BDO 8.75 (scheduled hours for the day)
Employee working compressed week, scheduled to work and works part of day on 7/2 Report: 7/2 REG 3 BDW 3 BDO 5.75 (hours to make up scheduled hours for day)
Employee working compressed week not scheduled to work on July 2, works 3 hours. Report 7/2 REG 3 BDW 3 BDP 4 (hours to make up 1/5 scheduled hours for week)

Notes:

1. The grid above refers to HUCTW and nonunion, overtime-eligible, clerical/technical employees only. Exempt employees will receive a compensation day to be used by 12/31/21 and will be managed locally.
2. The REG hours will add to overtime hours for the week and could create overtime premium pay for the week.