An important message from FSU Office of Human Resources

This message has been approved by Melissa McClellan, HR Communications Manager, for distribution to all Department Representatives.

To Department Reps and Supervisors:
Please read the following message in its entirety and distribute appropriately.

The Winter Break and holiday schedule is as follows:

- **Friday, December 22, 2017**: Winter Break Holiday
- **Monday, December 25, 2017**: Christmas Day Holiday
- **Tuesday, December 26, 2017**: Winter Break Holiday
- **Wednesday, December 27, 2017**: Winter Break Holiday
- **Thursday, December 28, 2017**: Winter Break Holiday
- **Friday, December 29, 2017**: Winter Break Holiday
- **Monday, January 1, 2018**: New Year’s Day Holiday

Pay Period 'N' (12/15/17 – 12/28/17) will be **accelerated** due to the holidays above. Please refer to the alternate payroll schedule found on the HR website: [http://hr.fsu.edu/pdf/publications/timeandleave/2017_AlternatePayrollScheduleN.pdf](http://hr.fsu.edu/pdf/publications/timeandleave/2017_AlternatePayrollScheduleN.pdf).

The Winter Break holidays will occur in 2 different pay periods: “N” (Dec. 15 – Dec. 28) and “O” (Dec. 29 – Jan. 11). Please carefully review the time entry guidance for the holiday week of Dec. 22 – Dec. 28. Time entry guidance for the subsequent holiday week occurring in pay period “O” will be distributed in a separate communication.

To be paid for the holidays, USPS, A&P, Executive Service, and Faculty employees must be in pay status (either working or on approved leave) at least a portion of the scheduled day before the Winter Break begins.

- **Christmas Day (12/25) and Winter Break (12/22, 12/26-12/28)**: Full-time employees will get 8 hours of holiday leave for each day. Part-time employees will get a proportionate number of leave hours for holidays based on their FTE.

Reporting Winter Break Holidays in Pay Period 'N' on the Timesheet

**Elapsed Timesheet**

- Regular Hours Worked will default as normal on the timesheet for Week 1: 12/15 – 12/21. Employees should continue to adjust hours worked, and report leave or leave without pay as necessary for Week 1.
- **Do not enter the Holiday Time Reporting Code** for A&P, USPS, or Faculty employees using the elapsed timesheet for the week of 12/22 – 12/28.
- The OMNI HR elapsed timesheet will show no hours (blank) for December 22 – December 28. The holiday hours will be added in by the Time Administration process to total 40 hours of payable time for eligible full-time employees for this week. See example below:
Employees should continue to report hours worked, leave, or leave without pay as necessary for Week 1: 12/15 – 12/21.

Nonexempt USPS employees using the USPS punch timesheet only must enter their holiday hours for December 22, 25, 26, 27, and 28. See example below:

OPS Employees

Per University Policy, OPS employees are not eligible to receive holiday pay.
- OPS Nonexempt Employees (paid for time worked) do not receive holidays. Only the hours actually worked should be reported on the timesheet.
- OPS Exempt Employees (Grad Assistants/Adjuncts/OPS Faculty) do not report time on their timesheets. If the employee is funded during the holiday period, the system will generate pay based on their appointment.

Compensatory Leave

If a full-time USPS or A&P employee works during the holiday workweek (12/22 – 12/28), the Time Reporting Code of “Straight Time Comp Earned – REGCE” and/or “Winter Holiday Comp Earned – WTRCE” should be reported according to the following scenarios.

1. A&P Exempt employees
   - Use “Straight-time Comp Earned – REGCE” if the employee works on Dec. 25 during the holiday workweek (8 hours maximum REGCE allowed).
   - Use “Winter Holiday Comp Earned – WTRCE” if the employee works on a Winter Break day (Dec. 22, 26, 27, or 28). Employees are eligible for a daily maximum of 8 hours WTRCE and a workweek maximum of 32 hours WTRCE.

2. USPS Exempt employees
   - Use “Straight-time Comp Earned – REGCE” if the employee works on Dec. 23 - Dec. 25 over 8 hours on a Winter Break day.
   - Use “Winter Holiday Comp Earned – WTRCE” if the employee works on a Winter Break day (Dec. 22, 26, 27, or 28). Employees are eligible for a daily maximum of 8 hours WTRCE and a workweek maximum of 32 hours WTRCE.
If the employee physically works more than 40 hours in the workweek, **REGCE** should be used for the hours over 40 to generate straight-time comp earned, OR the hours can be entered as **REGHP** to generate pay at the straight-time rate in accordance with the prior agreement between employee and supervisor.

3. **USPS and A&P Nonexempt** employees

   - Use “**Straight-time Comp Earned – REGCE**” if the employee works on Dec. 23 - Dec. 25 or over 8 hours on a Winter Break day.
   - Use “**Winter Holiday Comp Earned – WTRCE**” if the employee works on a Winter Break day (Dec. 22, 26, 27, or 28). Employees are eligible for a daily maximum of 8 hours **WTRCE** and a workweek maximum of 32 hours **WTRCE**. Ensure that the total of Straight-time Comp Earned and Winter Holiday Comp Earned does not exceed 40 hours.

   - If they physically work more than 40 hours during the holiday workweek, do one of the following:
     1. To generate Overtime Comp Leave Earned, enter **OTCCE** for the hours over 40.
     2. To generate Overtime Pay, enter either **OVRHP** or **REGHP** for the hours over 40.

**Straight Time Comp Earned (REGCE) and Winter Holiday Comp Earned (WTRCE) Example**: A nonexempt employee worked 2 hours on Monday, December 25, making them eligible for Straight Time Comp. They also worked 4 hours on Tuesday, December 26, making them eligible for Winter Holiday Comp (see illustration below).

**Employees on Workers’ Compensation**

Since most employees are receiving compensation from Workers’ Comp for approximately 2/3 of their wages, their holiday pay should be proportional (approximately 1/3). Both the Workers’ Comp and the holiday amounts need to be reported on the OMNI HR timesheet.

Elapsed timesheet example for the Winter Break holiday workweek:

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**Employees on Family and Medical Leave and/or Parental Leave**

If the employee is on continuous or intermittent FMLA and/or Parental Leave, do not report FMLAT and/or PARLV for the Holiday.

**Questions?** Please contact an Attendance & Leave representative: [http://hr.fsu.edu/?page=about_hr/contact/contact&group=section](http://hr.fsu.edu/?page=about_hr/contact/contact&group=section).

Thank you for your cooperation.