

From: HRMS
To: hrms@lists.fsu.edu
Subject: [HRMS] Timekeeping Guidelines for Winter Break 2017
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FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

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.

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.

Example: While a 1.0 FTE employee gets 8 hours of paid holiday leave for each day, a 0.75 FTE employee would get 6 hours of paid holiday leave.

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:

Timesheet

Employee ID
Empl Record
Earliest Change Date 12/15/2017

Actions ▾
Select Another Timesheet

*View By Week Previous Week Next Week
*Date 12/22/2017 Next Employee
Scheduled Hours 40.00 Reported Hours 0.00 Punch Timesheet

Reported time on or after 12/15/2017 is for a future period.

From Friday 12/22/2017 to Thursday 12/28/2017

Fri 12/22	Sat 12/23	Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Total Time Reporting Code

Holidays should remain BLANK

Submit

Official Holidays are on : 2017-12-22, 2017-12-25, 2017-12-26, 2017-12-27, 2017-12-28. Holiday hours will be created by Time Administration.

Punch Timesheet

- 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:

Timesheet

Employee ID
Empl Record
Earliest Change Date 12/15/2017

Actions ▾
Select Another Timesheet

*View By Week Previous Week Next Week
*Date 12/22/2017 Previous Employee
Scheduled Hours 0.00 Reported Hours 40.00

Reported time on or after 12/15/2017 is for a future period.

From 12/22/2017 to 12/28/2017

Comments	Day	Date	Reported Status	In	Out	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity Sched
	Fri	12/22	Submitted								Holiday - HOLHT	8.00
	Sat	12/23	New									
	Sun	12/24	New									
	Mon	12/25	Submitted								Holiday - HOLHT	8.00
	Tue	12/26	Submitted								Holiday - HOLHT	8.00
	Wed	12/27	Submitted								Holiday - HOLHT	8.00
	Thu	12/28	Submitted								Holiday - HOLHT	8.00

Submit Clear

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 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**.

- 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, **QR** 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).

Comments	Day	Date	Reported Status	In	Out	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs
	Fri	12/22	Submitted								Holiday - HOLHT	8.00	0.0000
	Sat	12/23	New										0.0000
	Sun	12/24	New										0.0000
	Mon	12/25	Approved								Straight Time Comp Earned - REGCE	2.00	0.0000
			Submitted								Holiday - HOLHT	8.00	0.0000
	Tue	12/26	Approved								Winter Holiday Comp Earned - WTRCE	4.00	0.0000
			Submitted								Holiday - HOLHT	8.00	0.0000
	Wed	12/27	Submitted								Holiday - HOLHT	8.00	0.0000
	Thu	12/28	Submitted								Holiday - HOLHT	8.00	0.0000

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:

Fri 12/22	Sat 12/23	Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	
5.25			5.25	5.25	5.25	5.25	Workers Comp – WKCHT
-5.25			-5.25	-5.25	-5.25	-5.25	Holiday - HOLHT

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.

Thank you for your cooperation.