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 Representatives and Supervisors: Please read the following message in its entirety and distribute appropriately.

The Thanksgiving Week holidays will occur on Thursday, November 23 and Friday, November 24. In addition, the University will close at noon (EST) on Wednesday, November 22. The closure and holidays will occur in 2 different pay weeks: November 17–23 and November 24–30.

The payroll processing schedule for Pay Period 'L' will not be accelerated due to these holidays. Please refer to the Normal Payroll Processing Schedule found on HR’s website:
http://www.hr.fsu.edu/PDF/Publications/timeandleave/NormalPayrollSchedule.pdf

To be paid for the holiday and Administrative closure, 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 morning or workday before the closure.

- **Thanksgiving Day and the Friday after Thanksgiving (Holiday):** Full-time employees will get 8 hours of leave for holidays. 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.

- **November 22, Early Closure (Administrative Leave):** Employees scheduled to work during normal business hours (8:00 a.m.–5:00 p.m.) will generally be provided 4 hours of Administrative Leave. Employees scheduled to begin/end work outside of normal business hours may be provided Administrative Leave based on their shift or scheduled hours.
  - Example: A 7:00 a.m.–4:00 p.m. worker would receive 3 hours of Administrative Leave and a 12:00 p.m.–8:00 p.m. worker would receive 8 hours of Administrative Leave.

**More about Administrative Leave for Closure**

- **Shift Employees:** Employees on various shifts may be granted administrative leave equivalent to their shift or scheduled hours. If a nonexempt employee works more than their scheduled hours during the workweek, including those who had to work during the closure, they may be eligible to earn **Straight Time Compensatory Leave**. The maximum amount of Straight Time Compensatory Leave is equivalent to the total Administrative and Holiday Leave (12 hours) in the first week and equivalent to Holiday Leave (8 hours) in the second week of the pay period.

- **Employees with Approved Annual or Scheduled Sick Leave:** An employee who was scheduled for leave during the closure will be granted Administrative Leave and will not be required to record sick or annual leave during the closure.
  - Example: A full-time employee on approved Annual Leave for Wednesday, November 22, would report 4 hours of Annual Leave and 4 hours of Administrative Leave on their timesheet.

- **A&P/Faculty Exempt Employees Who Continued Working or Reported to Work by Mistake During the Closure:** An A&P/Faculty Exempt employee who reported to work or continued working during the University closure should count hours worked as REG. A&P/Faculty Exempt employees cannot get paid beyond their regularly scheduled hours. If they worked their entire shift, no **Administrative Leave hours should be recorded**. Additionally, the department should instruct the employee on protocols for non-essential employees to avoid this in the future.

- **USPS (Exempt & Nonexempt) and A&P Nonexempt Employees Who Continued Working or Reported to Work by Mistake During the Closure:** A non-essential, nonexempt employee who continued working or showed up for work at the regularly scheduled time will get the **Administrative Leave and, if applicable, report Straight Time Comp Earned.**

- **OPS Employees:** Per University Policy, OPS employees are not eligible to receive Administrative Leave for the closure.
  - **OPS Nonexempt Employees** (paid for time worked) **do not** receive Administrative Leave for closures. Only the hours actually worked should be reported on the timesheet.
  - **OPS Exempt Employees** (Graduate Assistants/Adjuncts/OPS Faculty) **do not** report time on their timesheets and **do not** receive Administrative Leave for closures. If the employee is funded during the closure period, their compensation for the week will be unaffected by the closure.

**Reporting University Closure and Thanksgiving Holidays in Pay Period ‘L’ on the Timesheet**
**Elapsed Timesheet**

- 4 hours of Administrative Leave – CLOSE (or an equivalent amount of leave based on an employee’s scheduled hours) **must be entered on the timesheet for November 22.**

- **Do not enter time for the holidays** for A&P, USPS, or Faculty employees using the elapsed timesheet.

- The OMNI HR elapsed timesheet will show no hours (blank) for November 23 and November 24. 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 each week. See example below.

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![Elapsed Timesheet Example](image1.png)

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**Punch Timesheet**

- 4 hours of Administrative Leave – CLOSE (or an equivalent amount of leave based on an employee’s scheduled hours) **must be entered on the timesheet for November 22.**

- Nonexempt USPS employees using the USPS punch timesheet **only** must enter their holiday hours for November 23 and November 24. See example below.
Compensatory Leave

If a full-time USPS or A&P employee works on the holiday or beyond the required number of hours for the workweek, the Time Reporting Code “Straight Time Comp Earned – REGCE” should be reported as described in the following scenarios.

1. **A&P Exempt** employees
   - Use “Straight Time Comp Earned – REGCE” if the employee works on the holiday (November 23) and works more than the required 32 hours during the first holiday workweek (8 hours maximum REGCE allowed).
   - Use “Straight Time Comp Earned – REGCE” if the employee works on the holiday (November 24) and works more than the required 32 hours during the second holiday workweek (8 hours maximum REGCE allowed).

2. **USPS Exempt** employees
   - Use “Straight Time Comp Earned – REGCE” if the employee works more than the required number of hours during one of the holiday workweeks.
     - Required number of hours worked are generally 28 hours for November 17–November 23 and employees are eligible for 12 hours of REGCE.
     - Required number of hours worked are generally 32 hours for November 24–November 30 and employees are eligible for 8 hours of REGCE.
   - If they physically work more than 40 hours during the holiday workweek, do one of the following:
     1. To generate Straight Time Compensatory Leave Earned: enter REGCE for the hours over 40.
2. To generate Pay at the Straight Time Rate: enter REGHP for the hours over 40.

3. **USPS and A&P Nonexempt** employees
   - Use “Straight Time Comp Earned – REGCE” if the employee works more than the required number of hours during one of the holiday workweeks.
   - Required number of hours worked are generally 28 hours for November 17–November 23 and employees are eligible for 12 hours of REGCE.
   - Required number of hours worked are generally 32 hours for November 24–November 30 and employees are eligible for 8 hours of REGCE.
   - If they physically work more than 40 hours during the holiday workweek, do one of the following:
     1. To generate Overtime Compensatory Leave Earned: enter OTCCE for the hours over 40.
     2. To generate Overtime Pay: enter either OVHHP or REGHP for the hours over 40.

**Straight Time Comp Earned (REGCE) Example:** A nonexempt employee worked two hours over their scheduled time on Monday making them eligible for Straight Time Comp.

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**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 Thanksgiving Week holiday workweeks:**

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**Employees on Family and Medical Leave**

If an employee is on continuous FMLA, they MUST report FMLAT on the holiday. Employees who are not in pay status the scheduled day before the holiday are not eligible for holiday pay. If the employee is on intermittent FMLA, do not report FMLAT for the holiday. (The following is only an example of an elapsed timesheet; the corresponding leave code can be sick leave, vacation leave, straight time compensatory leave, overtime compensatory leave, or leave without pay).

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**Employees on Parental leave with Family and Medical Leave**

If an employee is on continuous PARENTAL LEAVE with FMLA, they MUST report PARLV and FMLAT on the holiday. Employees who are not in pay status the morning or workday before the holiday are not eligible for Administrative Closure and holiday pay.

**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.