

From: HRMS
To: hrms@lists.fsu.edu
Subject: [HRMS] Timekeeping Guidance for Holidays and Administrative Closure
Date: Thursday, January 4, 2018 8:29:30 AM
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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 Representatives and Supervisors:
Please read the following message in its entirety and distribute appropriately.*

A Winter Break Holiday occurred on Friday, December 29, 2017, and the New Year's Day Holiday on Monday, January 1, 2018. Additionally, University operations at the main campus in Tallahassee were closed on Wednesday, January 3, 2018, due to Winter Weather. Normal operations resumed at 5:00 p.m. on Wednesday, January 3, 2018.

When and why does FSU provide Administrative Leave for the closure?

The purpose of Administrative Leave (Admin Leave) for University closures is to compensate employees who are prevented from working due to the closure. Full-time salaried employees (USPS, A&P, Executive Service, and Faculty) who work on the Tallahassee campus may receive up to 8 hours of Administrative Leave for the closure on Wednesday, January 3. Departments and employees will need to enter Administrative Leave on their timesheets, with the override code CLOSE.

❖ **December 29, 2017, and January 1, 2018 (Holiday):** Full-time employees will get a total of 16 holiday hours or 8 hours for each day. Part-time employees will get a proportionate number of leave hours for holidays based on their FTE.

- o 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 for each day.

❖ **January 3, 2018, Closure (Administrative Leave):** Full-time employees scheduled to work at the main campus or in the Tallahassee vicinity during normal business hours (8:00 a.m.–5:00 p.m.) will generally be provided 8 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.

- o Example: A 7:00 a.m.–4:00 p.m. worker would receive 8 hours of Administrative Leave. A 1:00 p.m.–9:00 p.m. worker would receive 4 hours of Administrative Leave and should have reported to work at 5:00 p.m. when the University resumed operations.

Reporting University Closure and the Holidays in Pay Period 'O' on the Timesheet

Elapsed Timesheet

- 8 hours of Administrative Leave – CLOSE (or an equivalent amount based on an employee's scheduled hours) **must be entered on the timesheet for January 3** for employees scheduled to work in the Tallahassee vicinity.
- Employees at satellite campuses outside of the Tallahassee area are not eligible for Administrative Leave – CLOSE on January 3.
- **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 December 29 and January 1. 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.

Example: Employee (Tallahassee Main Campus) scheduled to work from 8:00 a.m.–5:00 p.m.

Timesheet

Employee ID
Empl Record

Actions ▾ Time Source Schedule Information Earliest Change Date 12/29/2017

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 12/29/2017

Scheduled Hours 40.00 Reported Hours 24.00 Punch Timesheet

From Friday 12/29/2017 to Thursday 01/04/2018

Fri 12/29	Sat 12/30	Sun 12/31	Mon 1/1	Tue 1/2	Wed 1/3	Thu 1/4	Total	Time Reporting Code	Override Reason
				8.00		8.00	16.00	Regular Hours Worked - REGHP	
					8.00		8.00	Administrative Leave Taken - ADMHT	CLOSE

Submit

Official Holidays are on : 2017-12-29, 2018-01-01. Holiday hours will be created by Time Administration.

Leave Holidays (12/29/17 & 1/1/18) Blank
Report Administrative Leave - Close for 1/3/18

Example: Employee (Tallahassee Main Campus) scheduled to work from 2:00 p.m.–10:00 p.m.

Timesheet

Employee ID
Empl Record

Actions ▾ Time Source Schedule Information Earliest Change Date 12/29/2017

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 12/29/2017

Scheduled Hours 40.00 Reported Hours 24.00 Punch Timesheet

From Friday 12/29/2017 to Thursday 01/04/2018

Fri 12/29	Sat 12/30	Sun 12/31	Mon 1/1	Tue 1/2	Wed 1/3	Thu 1/4	Total	Time Reporting Code	Override Reason
				8.00	5.00	8.00	21.00	Regular Hours Worked - REGHP	
					3.00		3.00	Administrative Leave Taken - ADMHT	CLOSE

Submit

Official Holidays are on : 2017-12-29, 2018-01-01. Holiday hours will be created by Time Administration.

Leave Holidays (12/29/17 & 1/1/18) Blank.
Report Administrative Leave - Close only for the scheduled hours before 5:00 pm

Punch Timesheet

- 8 hours of Administrative Leave – CLOSE (or an equivalent amount based on an employee’s scheduled hours) **must be entered on the timesheet for January 3** for employees scheduled to work in the Tallahassee vicinity.
- Employees at satellite campuses outside of the Tallahassee area are not eligible for Administrative Leave – CLOSE on January 3.
- Nonexempt USPS employees using the USPS punch timesheet **only** must enter their holiday hours for December 29 and January 1.

Example: Employee (Tallahassee Main Campus) scheduled to work from 8:00 a.m.–5:00 p.m.

Timesheet

Employee ID
Empl Record

Actions ▾ Earliest Change Date 12/29/2017

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 12/29/2017 Previous Employee Next Employee

Scheduled Hours 0.00 Reported Hours 40.00

From 12/29/2017 to 01/04/2018

Select	Comments	Day	Date	Reported Status	In	Out	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Override Reason	Date
		Fri	12/29	Submitted								Holiday - HOLHT	8.00	0.0000		12/29
		Sat	12/30	New										0.0000		12/30
		Sun	12/31	New										0.0000		12/31
		Mon	1/1	Submitted								Holiday - HOLHT	8.00	0.0000		1/1
		Tue	1/2	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked - REGHP		0.0000		1/2
		Wed	1/3	Needs Approval								Administrative Closure				1/3
		Thu	1/4	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	8:00:00PM			8.00	Regular Hours Worked - REGHP		0.0000		1/4

Submit Clear

Example: Employee (Tallahassee Main Campus) scheduled to work from 12:00 p.m.–8:00 p.m.

Timesheet

Employee ID
Empl Record
Earliest Change Date: 12/29/2017

Report Administrative Leave - Close only for the scheduled hours before 5:00 pm. Employees should have reported to work at 5:00 pm or request approval from their supervisor to take leave or make up the remaining hours.

Actions
Select Another Timesheet

*View By: Week
*Date: 12/29/2017
Scheduled Hours: 0.00
Reported Hours: 40.00

Previous Week Next Week
Previous Employee Next Employee

From 12/29/2017 to 01/04/2018

Select	Comments	Day	Date	Reported Status	In	Out	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity Sched Hrs	Override Reason	Date
<input type="checkbox"/>		Fri	12/29	Submitted								Holiday - HOLHT	8.00	0.0000	12/29
<input type="checkbox"/>		Sat	12/30	New										0.0000	12/30
<input type="checkbox"/>		Sun	12/31	New										0.0000	12/31
<input type="checkbox"/>		Mon	1/1	Submitted								Holiday - HOLHT	8.00	0.0000	1/1
<input type="checkbox"/>		Tue	1/2	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked - REGHP		0.0000	1/2
<input type="checkbox"/>		Wed	1/3	Needs Approval								Administrative Leave Taken - ADMHT	5.00	0.0000	CLOSE
<input type="checkbox"/>				Submitted	5:00:00PM	8:00:00PM					3.00	Regular Hours Worked - REGHP		0.0000	1/3
<input type="checkbox"/>		Thu	1/4	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked - REGHP		0.0000	1/4

Submit Clear

Compensatory Leave

If a full-time USPS or A&P employee worked 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 worked **on** the holiday (Jan. 1) and worked more than the required number of hours during the workweek (**8 hours maximum REGCE allowed**).
- Use “Winter Holiday Comp Earned – WTRCE” if the employee worked on the Winter Break Day (Dec. 29) and worked more than the required number of hours during the workweek (**8 hours maximum WTRCE allowed**).

2. USPS Exempt employees

- Use “Straight Time Comp Earned – REGCE” if the employee worked on Dec. 30 – Jan. 4 and more than the required number of hours during the workweek.
- Use “Winter Holiday Comp Earned – WTRCE” if the employee worked on the Winter Break Day (Dec. 29) and worked more than the required number of hours during the workweek (**8 hours maximum WTRCE allowed**).
 - Tallahassee Main Campus - Required number of hours worked is generally 16 hours for the week of December 29 – January 4. The required number of hours for employees on altered schedules or various shifts will vary depending upon Administrative Leave eligibility.
 - Remote Campuses - Required number of hours worked is generally 24 hours for the week of December 29 – January 4.
- If employees physically work more than 40 hours during a workweek, do one of the following:
 - To generate Straight Time Compensatory Leave Earned: enter REGCE for the hours over 40.
 - 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 worked on Dec. 30 – Jan. 4 and more than the required number of hours during the workweek.
- Use “Winter Holiday Comp Earned – WTRCE” if the employee worked on the Winter Break Day (Dec. 29) and worked more than the required number of hours during the workweek (**8 hours maximum WTRCE allowed**).
 - Tallahassee Main Campus - Required number of hours worked is generally 16 hours for the week of December 29 – January 4. The required number of hours for employees on altered schedules or various shifts will vary depending upon Administrative Leave

eligibility.

- o Remote Campuses - Required number of hours worked is generally 24 hours for the week of December 29 – January 4.
- If employees 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 (Main Campus): A nonexempt employee at the Tallahassee main campus worked two hours over their scheduled time on Tuesday, January 2, making them eligible for Straight Time Comp.

Straight Time Comp Earned (REGCE) Example (Remote Campus): A nonexempt employee at a remote campus worked two hours over their scheduled time on Tuesday, January 2, making them eligible for Straight Time Comp.

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 an employee at Tallahassee main campus:

Fri 12/29	Sat 12/30	Sun 12/31	Mon 1/1	Tue 1/2	Wed 1/3	Thu 1/4	
5.25			5.25	5.25	5.25	5.25	Workers Comp – WKCHT
				2.75		2.75	Sick Leave Taken – SKCHT
-5.25			-5.25				Holiday - HOLHT
					2.75		Administrative - CLOSE

Elapsed timesheet example for an employee at a remote campus location:

Fri	Sat	Sun	Mon	Tue	Wed	Thu
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12/29	12/30	12/31	1/1	1/2	1/3	1/4	
5.25			5.25	5.25	5.25	5.25	Workers Comp – WKCHT
				2.75	2.75	2.75	Sick Leave Taken – SKCHT
-5.25			-5.25				Holiday - HOLHT

Employees on Family and Medical Leave

If the employee is on continuous or intermittent FMLA, do not report FMLAT for the Holidays.

Elapsed timesheet example for an employee at Tallahassee main campus:

Fri 12/29	Sat 12/30	Sun 12/31	Mon 1/1	Tue 1/2	Wed 1/3	Thu 1/4	
				8	8	8	Family Medical Leave Taken - FMLAT
				8	4	8	Sick Leave Taken – SKCHT
					4		Administrative - CLOSE

Elapsed timesheet example for an employee at a remote campus location:

Fri 12/29	Sat 12/30	Sun 12/31	Mon 1/1	Tue 1/2	Wed 1/3	Thu 1/4	
				8	8	8	Family Medical Leave Taken - FMLAT
				8	8	8	Sick Leave Taken – SKCHT

More About Administrative Leave for Closure

- **Shift Employees:** Employees on various shifts may be granted administrative leave equivalent to their shift or scheduled hours. Employees who were scheduled to work the afternoon/evening on January 3, 2018, should have reported to work at 5:00 p.m. once the University resumed normal business operations. If a nonexempt employee worked more than their scheduled hours during the workweek, including those who had to work during the closure, they may be eligible for **Straight Time Comp Earned (REGCE)**. The maximum amount of Straight Time Compensatory Leave is equivalent to the total Administrative and Holiday Leave hours (24) in the first 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.
- **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 (REGCE)**.
- **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.

Questions? Please contact an Attendance & Leave representative:

http://hr.fsu.edu/?page=about_hr/contact/contact&group=section.

Thank you for your cooperation.