EXTRA PAID DAYS OFF IN EMPCENTER - PAGE 1

FULL-TIME HOURLY (NON-EXEMPT)

HOLIDAY HOURS

Holiday hours will be automatically populated on the timesheet.

- For employees who report time on more than one timesheet, it may be necessary to adjust the hours.
- For employees who are on unpaid leave the day before and/or the day after, the manager should zero out the hours

PAID LEAVE DAYS

Paid Leave days will **NOT** be automatically populated to the timesheet.

NOT WORKED:

The Employee/Timekeeper/Manager will enter the **Additional Paid Leave** paycode and hours on the timesheet on these dates (December 23, 26, 27, 30 and 31). Follow the steps below to add:

1. From the Dashboard, click on the link in the Time Entry frame for **Enter My Hours.**
2. On the day of the week for the extra paid leave days, select the pay code of "**Additional Paid Leave**".
3. In the hours column, enter the total number of hours typically worked on the day (i.e. 8).

   [H Save]

4. Press the [H Save] button.

5. The entry will look similar to the following:

Date		Pay Code		Case ID	Combo Code	Hours	Comments	Total
Mon 12/23	⊕▼	Additional Paid Leave	▼	▼		8.00		8.00
	⊕▼	Please Select:	▼					
Tue 12/24	⊕▼	Holiday	▼	▼		8.00		8.00
	⊕▼	Please Select:	▼					
Wed 12/25	⊕▼	Holiday	▼	▼		8.00		8.00
	⊕▼	Please Select:	▼					
Thu 12/26	⊕▼	Additional Paid Leave	▼	▼		8.00		8.00
	⊕▼	Please Select:	▼					
Fri 12/27	⊕▼	Additional Paid Leave	▼	▼		8.00		8.00
	⊕▼	Please Select:	▼					
Sat 12/28	⊕▼	Please Select:	▼					
Sun 12/29	⊕▼	Please Select:	▼					
								40.00

WORKED: Employee actually worked the paid leave day(s)

1. Report the hours worked as usual (Clock, Staff Regular Earnings). The system will add an equal number of hours to the **Extra Paid Days Off** leave balance. (NOTE: This entry will be *instead* of the "**Additional Paid Leave**" entry).   The employee should **NOT** have and "**Additional Paid Leave**" entry for this day.
2. Press the **Save** button to save the changes.

> **To use the Extra Paid Days off:**
>
> - Submit a Time-off request using the pay code "**Worked Paid Leave**"
> - This will decrement the **Extra Paid Days Off** bank balance.

EXTRA PAID DAYS OFF IN EMPCENTER - PAGE 2

PART-TIME HOURLY (NON-EXEMPT)

HOLIDAY HOURS

The "Holiday" pay code will **not** automatically appear on the time sheet for official University holidays (such as Thanksgiving, Christmas, July 4th, etc.) because the system does not know if the employee is normally scheduled to work that day.

RECORD HOLIDAY FOR PART-TIME HOURLY EMPLOYEE

If the part-time hourly employee normally works on the day of the week which the holiday falls, they are entitled to the same number of hours for the holiday as they normally work. Follow the instructions below to record the holiday time:

1. From the Dashboard, click on the link in the Time Entry frame for **Enter My Hours.**
2. On the day of the week for the holiday, select the pay code of "**Holiday**".
3. In the hours column, enter the total number of hours typically worked on the day (i.e. 4).
4. Press the [Save] button.

PAID LEAVE DAYS

Paid Leave days will **NOT** be automatically populated to the timesheet.

NOT WORKED

Part Time non-exempt employees *who normally work on the day of the week on which a paid leave day falls*: the Employee/Timekeeper/Manager will enter **Additional Paid Leave** (PDL) paycode and hours on the timesheet on these dates.

1. From the Dashboard, click on the link in the Time Entry frame for **Enter My Hours.**
2. On the day of the week for the extra paid leave days, select the pay code of "**Additional Paid Leave**".
3. In the hours column, enter the total number of hours typically worked on the day (i.e. 8).
4. Press the [Save] button.
5. The entry should look similar to the one below (this example shows an employee who normally works 5 days a week/4 hours a day):

Date		Pay Code		Case ID	Combo Code	Hours	Comments	Total
Mon 12/23	⊕ ▾	Additional Paid Leave	▾	▾		4.00		4.00
	⊕ ▾	Please Select:	▾					
Tue 12/24	⊕ ▾	Holiday	▾	▾		4.00		4.00
	⊕ ▾	Please Select:	▾					
Wed 12/25	⊕ ▾	Holiday	▾	▾		4.00		4.00
	⊕ ▾	Please Select:	▾					
Thu 12/26	⊕ ▾	Additional Paid Leave	▾	▾		4.00		4.00
	⊕ ▾	Please Select:	▾					
Fri 12/27	⊕ ▾	Additional Paid Leave	▾	▾		4.00		4.00
	⊕ ▾	Please Select:	▾					
Sat 12/28	⊕ ▾	Please Select:	▾					
Sun 12/29	⊕ ▾	Please Select:	▾					
								20.00

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EXTRA PAID DAYS OFF IN EMPCENTER - PAGE 3

PART-TIME HOURLY (NON-EXEMPT)

PAID LEAVE DAYS

WORKED: Employee actually worked the paid leave day(s):

1. Enter the hours worked as usual (Clock, Staff Regular Earnings).
2. The **Manager/Timekeeper** will use the **Extra Paid Days Off Adjustment** pay code to add the hours to the Extra Paid Days Off leave balance. (Refer to instructions on Page 4 of this document).
3. The system will add an equal number of hours to the **Extra Paid Days Off** leave balance.

To use the Extra Paid Days off:

- Submit a Time-off request using the pay code "**Worked Paid Leave**"
- This will decrement the **Extra Paid Days Off** bank balance.

INTERMITTENT PART-TIME NON-EXEMPT

Paid Leave days will **NOT** be automatically populated to the timesheet.

NOT WORKED

Nothing needs to be done – these hours do not apply.

WORKED

If an intermittent part-time non-exempt employee works on one of the paid leave days, the employee should record their time as normal (Clock, Staff Regular Earnings). **No additional paid time off is accrued.**

FULL & PART TIME SALARY (EXEMPT)

HOLIDAY HOURS

Holiday hours will be automatically populated on the timesheet.

- For employees who report time on more than one timesheet, it may be necessary to adjust the hours.
- For employees who are on unpaid leave the day before and/or the day after, the manager should zero out the hours

PAID LEAVE DAYS

NOT WORKED

Nothing needs to be done.

WORKED

1. The **Manager/Timekeeper** will use the **Extra Paid Days Off Adjustment** pay code to add the hours to the Extra Paid Days Off leave balance. (Refer to instructions on Page 4 of this document).
2. The system will add an equal number of hours to the **Extra Paid Days Off** leave balance.

To use the Extra Paid Days off:

- Submit a Time-off request using the pay code "**Worked Paid Leave**"
- This will decrement the **Extra Paid Days Off** bank balance.

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EXTRA PAID DAYS OFF IN EMPCENTER - PAGE 4

SUPERVISOR – ADD EXTRA PAID DAYS OFF ADJUSTMENT

If any of the following employees actually work on one of the additional paid leave days, the Manager/Timekeeper must add an entry for the **Extra Paid Days Off Adjustment**:

- Full-time or Part-time Exempt (Salary)
- Part-time Non-Exempt (Hourly)

To make the adjustment, follow the steps below:

1. Log in to EmpCenter and select "**Edit Employee Time**".
2. If necessary, select the assignment group.
3. Select the employee for whom you need to make the adjustment.
4. Navigate to the week they worked the paid leave.
5. On the last day of the week worked, add an entry with the pay code of "**Extra Paid Days Off – Adj**" (NOTE: Scroll to the bottom of the pay code list).
6. Enter the total number of hours worked during the additional paid leave time.
7. Press the **Save** button.
8. The entry should look similar to the following:

Fri 12/27	⊕ ▾	Extra Paid Days Off - Adj ▾	▾	8.00

To verify the adjustment:

1. Click the **Time-Off Balances** tab at the bottom of the timesheet.

2. The **Extra Paid Days Off** should show a credit for the time you just entered.

Extra Paid Days Off	Hours
Initial Balance Mon 12/23	0.00
Credits	8.00
Debits	0.00
Ending Balance Sun 12/29	8.00
Show Details >>	

NOTE: *Straight time* is earned for working on an extra paid day off. Therefore, if an employee worked 8 hours on an extra paid day off, the **"Extra Paid Days Off Adj"** entry should be for 8 hours.