



## Payroll Services

It has come to our attention that there is still some confusion about how to enter and/or account for time during the Winter Break. In addition, due to the Holidays, our bi-weekly payrolls for pay dates of December 23 and January 6; and the monthly payroll paid on December 30, must be processed early.

### **Summary:**

There are 5 Paid Holidays and 5 days that require either vacation time, time worked, or uncompensated time due to the campus closure during the break. December 20, 21, 22, and 23, as well as December 26 are paid Holidays. December 19, 27, 28, 29, and 30 require vacation time, time worked, or uncompensated time.

For the non-holiday days during the closure, Employees may choose to go uncompensated to save their vacation leave hours for future use or in the situation where not enough leave hours are available to cover this time off.

In order to be paid for the 5 Holidays during the 2-week winter break (December 20, 21, 22, 23, and 26), you must be in a paid status (working, using vacation leave or sick leave). You may not be uncompensated on either December 16th or January 2nd as uncompensated is not considered in a paid status.

### **Details by Employee Type**

#### *1. Student Assistants:*

For Pay period 12/3 through 12/16 – eTime is due on December 14th. You may work with your supervisor to estimate any hours to be worked on December 15 or 16 and have them entered into eTime. Due to the small window for processing we will not be able to process paper timesheets for those dates.

For Pay period 12/17 through 12/30 – eTime is due on December 15th. However, since most student assistants do not work over the winter break, you may leave your time card blank. If you are scheduled to work, see your supervisor to have those hours entered into eTime before the deadline on the 15th.

#### *2. Federal Work Study Students:*

For Pay period 12/3 through 12/16 – eTime is due on December 14th. Hours to be worked on December 15 or 16 will require a paper timesheet and will be processed and paid on 1/20/2017.

For Pay Period 12/17 through 12/30 – eTime is due on December 15th. However, since most federal work study students do not work over the winter break, and federal work study students cannot be paid on estimated hours; paper timesheets will need to be completed, approved, and sent in for payment on the check date of 1/20/2017.

3. *Graduate Research and Graduate Teaching Assistants:*

For December Pay Period – No special time entry is required for Graduate Research or Graduate Teaching assistants. Monthly SPAR payments are due by December 12th.

4. *Academic Year Full Time Faculty:*

For December Pay Period – No special time entry is required. Holiday hours will populate automatically. Special payments and overloads are due by December 7th so that they can be processed in time for payment on December 16th.

5. *Academic Year Part Time Faculty:*

For December Pay Period – Enter your ACA hours worked as normal, estimating hours for December 9th through the end of the semester. ETime is due by December 8th. Payroll amendments are due to Academic Affairs by December 6th so that they can be processed in time for payment on December 16th.

6. *Salaried Employees (Paid Monthly)*

For December Pay Period – Due to a change in the processing schedule at the Shared Service Center, eTime is due by Monday, December 12th. Special Pay Requests (SPARs) are also due by the end of the day on December 12th.

Please remember that in order to be paid for the 5 Holidays during the 2-week winter break, you may not be uncompensated on either December 16th or January 2nd.

For the 5 non-holidays during the break you may either enter vacation hours, work time (in which case you leave the dates blank) or enter uncompensated hours. Remember, for salaried employees you do not enter time worked. Therefore, as an example, if you work December 19th you need not enter anything into eTime. Sick time may not be used for December 19, 27, 28, 29, or 30.

7. *Bi-Weekly Staff (Paid Hourly)*

For Pay period 12/3 through 12/16 – eTime is due on December 14th. You may estimate any hours to be worked on December 15 or 16 and enter them into eTime. Due to the small window for processing we will not be able to process paper timesheets for those dates.

For Pay period 12/17 through 12/30 – Due to a change in the processing schedule at the Shared Services Center, eTime is due on December 15th. Since the University is closed for this entire pay period, please complete your timecard in advance. The 5 paid Holidays will automatically populate on your time card.

You will need to account for 5 additional days either through work time, vacation time, or uncompensated time. If you have previously arranged with your Department and supervisor to “bank” hours for the break, enter those hours as time worked on one of the non-Holiday dates. Otherwise enter actual work time, vacation hours, or uncompensated.