

Subject: [Staffmemos] Payroll Reminder & Reporting of Comp/Overtime for Classified and Classified-Exempt Employees

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Date: Wed, 18 Feb 2009 07:49:07 -0700

To: facultymemos@isumm.isu.edu, staffmemos@isumm.isu.edu

CC:

Dear ISU Employees,

We are now in Bi-Weekly Payroll Period 5.

Please note that time approvals for this pay period (Feb. 8-21) must be completed by Tuesday, Feb. 24 at NOON.

If the information below does not appear to be displayed correctly, please refer to the online version found in the Time Entry Alerts channel on the Employees tab in BengalWeb. Direct link:

<http://www.isu.edu/tiger/training/howdoi/Timereminders021709.html>.

A couple of important reminders:

1. Presidents' Day Holiday, Mon. 2/16.

Remember that the system knows that this day was a holiday. Enter hours as detailed in the chart below. Keep in mind that if you did not work and enter nothing under this date, and you have no other exceptions to report for the pay period, you will have "No Exceptions." The only entry on your time sheet will be a "1" in any one day on the "No Exceptions" line.

Classified/Classified-Exempt	February 16
If you did not work . . .	Enter nothing.
If you were required to work	Report hours as "Holiday Worked Accrue Comp Time" or "Holiday Worked Paid" (if eligible). Enter only actual hours worked.
Non-Classified & 12-Month Faculty	February 16
If you did not work . . .	Enter nothing.
If you were required to work	Enter nothing.
Hourly	February 16
If you did not work . . .	Enter nothing.
If you worked . . .	Enter hours as usual.

2. Reporting of Comp/OT for Classified and Classified-Exempt Employees

We are still finding some errors made in reporting hours for classified and classified-exempt employees. Please look over the following advice carefully. Time Approvers, please remember that you are responsible for correcting errors on your employees' time sheets. If you are a Time Approver, please make sure to check your employees' submissions to verify that their time has been entered correctly. If you find errors, make the necessary corrections, document them, and let the employee know what was done wrong so that they can avoid making similar mistakes in the future.

Remember:

According to Idaho State Law, compensatory time and overtime are earned and tracked by the week, even though we report for a two-week pay period. Here's another jingle to remember:

**You must work 40 for each week,
Before the extra pay you seek.**

In any week an employee must WORK 40 hours before earning comp time or overtime.

Example: During the first week, 9 hours are worked on Monday, but only 7 hours are worked on Tuesday. 40 hours are worked for the week. No comp or overtime is earned. Regular hours are worked during the second week. "No Exceptions" are reported.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No Exceptions	1	0	0		1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Accrue	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

And therefore, in any week an employee may not use leave (vacation, sick, etc.) and also earn comp time or overtime.

Example: 12 hours are worked on Monday, but 8 hours of vacation are taken on Tuesday. The employee reduces vacation hours to 4 and does not earn a comp or overtime.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No Exceptions	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	0		Enter Hours	Enter Hours	4	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Accrue	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Example: An employee is sick 8 hours on Tuesday, then works 10 hours on Wednesday to catch up. At the end of the week, they have 34 hours worked and 8 hours sick. Sick hours must be reduced by 2 so that the total is not more than 40. The time sheet shows 6 hours of sick leave reported on Tuesday.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No Exceptions	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	6	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Accrue	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Sincerely,

The Tigeri Project Team

www.isu.edu/tigeri

Staffmemos mailing list

Part 1.2	Content-Type: text/plain
	Content-Encoding: 7bit