



FHSU

Time and
Leave Manual

Table of Contents

Contact Information	2
Employee Types	3
Employee Eligibility	4
Fair Labor Standards Act	5
Terms and Definitions	6
Time Sheet Reporting	7
Regular, Shift Differential, and Daylight Savings Time	8
Overtime	9
Call Back	10
Stand-by Pay	11
Rearranged Workweek	12
Vacation Leave	13
Sick Leave	14
Other Types of Time Off	15
Holiday Reporting	18
Holiday Reporting - Exempts	19
Holiday Reporting – Non-Exempts	20
Holiday Reporting - Overtime	24
Veteran’s Day and Holiday Shut Down	25
Inclement Weather	27
Student Employees	29

Contact Information

The purpose of this payroll manual is to provide participants with an understanding of the different types of positions employed at Fort Hays State University, how to report time and leave accurately as it relates to the Fair Labor Standards Act (FLSA), and to provide payroll procedures and terminologies. Refer to the list below to assist in directing questions to the correct office.

Accounts Payable – Sheridan Hall 106 – (785) 628-5948

- Time and Leave Processing for all Employees
- Paycheck Questions

Student Employment Office – Sheridan Hall 112E – (785) 628-5227

- Assist Students Looking for On-Campus Jobs
- Hiring Student Employees (Hourly, Salary, Graduate Assistants, Graduate Teaching Assistants, Graduate Research Assistants, International Students)
- Assist departments with hiring and terminating students (initial hire, additional jobs, ending additional jobs, switch primary jobs, and terminations)
- Completing I9's and Student Onboarding
- Student Evaluations
- Posting Student Requisitions
- International Tax Treaties
- Student Employment Verification Requests
- Workstudy Programs (Federal, Community Service, and Kansas Career)
- Student Payroll Processing and Paycheck Questions

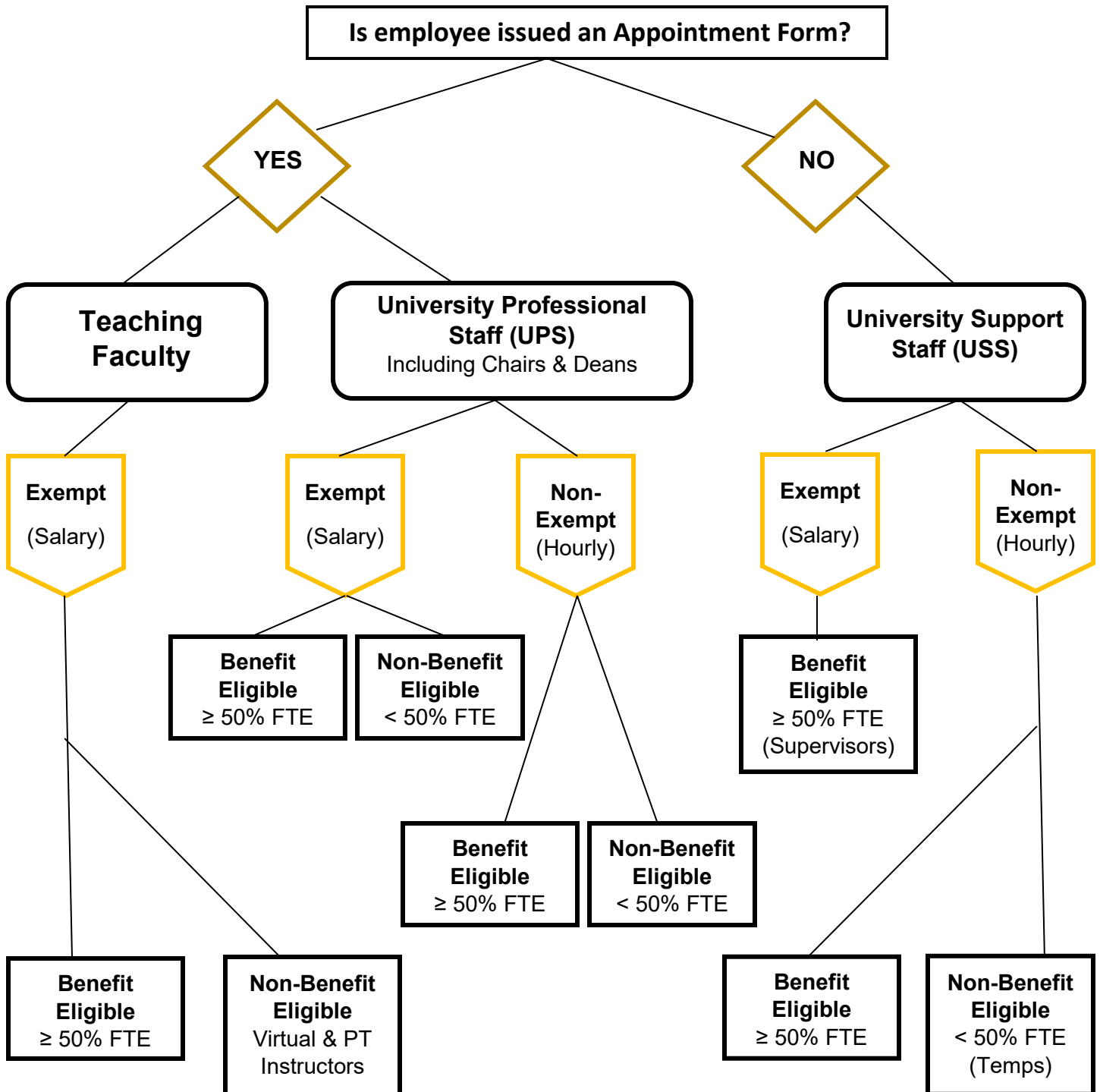
Human Resource Office – Sheridan Hall 112 – (785) 628-4462

- Employee Management (eligibility, compensation, evaluations, W-4/K-4, fringe benefit income, direct deposit, and paycheck questions)
- Benefit Management
- Position Management (descriptions, organization structure, FLSA interpretation)
- Employee Relations (Employee Assistance Program, dispute resolution, evaluation appeals, and grievance)
- Employee Development
- Tuition Assistance
- Medical (Shared Leave, Family Medical Leave Act FMLA, Disability, Workers Compensation, Leave without Pay, ADA)
- Employee Recruitment and Background Checks
- University Service Awards
- Student Fringe Benefit Income Processing
- W-2 Reissue
- University Deductions (United Way, Wellness Center memberships, Encore series tickets, Foundation donations, Athletic season tickets, Union, and Alumni Dues)



Employee Types

Use this chart to determine employment type and benefit eligibility. See page 4 for detailed information on employee types.





Employee Eligibility

The status of an employee is determined based on the duties of the position, not the classification or title of the position. The key distinction between Non-Exempt and Exempt is the eligibility of Overtime. The Human Resource office determines the FLSA status for all positions.

Exempt Employees (Salary)

Exempt employees are not eligible for overtime compensation. They must meet the applicable Department of Labor tests to be considered Exempt. Exempt employees will not record time worked because of this and will only report leave time. Compensation is not determined by the specific number of hours worked and normally requires a minimum of 40 hours per week to meet the needs of the University. An exempt employee is 'exempt' from the overtime liability regulations and will not receive overtime pay for hours worked in excess of 40 hours per workweek.

Exempt employees will not record time worked and will only report leave time. They must follow leave request procedures established for any time away from work. Even time away from work less than a half day must have prior approval from the employee's supervisor, even though it is not reported as leave time. Leave time will only be reported on the employee's timesheet in half or full day increments.

An exempt employee who abuses the procedure by consistently taking less than a half-day of time away from work to avoid using leave time can be denied the time away from work or be required to use a half or full day of leave.

Non-Exempt Employees (Hourly)

All non-exempt employees are paid hourly, based on the number of hours worked in any given workweek. Non-exempt employees report all time worked and leave time in quarter hour increments.

Non-Exempt employees will earn overtime compensation for hours worked beyond the 40-hour workweek. Compensation for the overtime hours are paid at one and one-half time rate for any hours worked in excess of the 40 hours during any given workweek. Only hours that have been actually worked during the given work week will be included in overtime eligibility and does not include leave time.



Fair Labor Standards Act

The Fair Labor Standards Act (FLSA) is the federal law that sets the minimum wage, overtime pay, equal pay, record keeping and child labor standards. The University will follow these FLSA regulations as stated below.

Minimum Wage

FLSA requires employers of covered employees, who are not otherwise exempt, to pay these employees a minimum wage of not less \$7.25 per hour (06/14/2009).

Child Labor Restrictions

FLSA regulates the minimum age and maximum hours of employment for minors in certain occupations. Fort Hays State University requires that non-student employees be at least 18 years of age and student employees must be 16 years of age when working in a non-hazardous position or 18 years of age when working in a hazardous position.

Record Keeping

FLSA requires employers to keep records for a certain amount of time for exempt and non-exempt employees. Fort Hays State University requires departments to retain 5 fiscal years plus the current fiscal year of employee and time sheet records to meet these requirements.

Overtime Liability

Only non-exempt employees are covered by the overtime liability regulations set by FLSA. Exempt employees do not earn overtime compensation due to being exempt from this regulation.

FLSA does not limit the number of hours that an employee can work in any given day or in any given week. FLSA does require that overtime hours be compensated at a rate of not less than one and one-half times the non-exempt employee's regular rate of pay for each hour worked in excess of 40 hours per work week.

Work time includes all time an employee is required to be on duty. Work is defined as all efforts that are required or permitted by the employer. Working outside the approved work schedule, without given permission by the employee's supervisor, must still be compensated at the overtime rate of pay. The mere existence/announcement of a rule against such work is not enough to deny compensation. If a supervisor observes an employee working before or beyond the normal shift without prior approval, the supervisor may begin progressive disciplinary actions.

Terms and Definitions

Work Week

The standard work day for a full time employee shall be 8 hours. The standard work week shall be 40 hours during a given 7 day work week. The standard work week at Fort Hays State University begins at 12:00 AM Sunday through 11:59 PM Saturday.

Fair Labor Standards Act (FLSA) is calculated based on the work week and is used in determining overtime compensation for non-exempt employees.

Pay Period

The pay period for the university is bi-weekly. A paycheck will be issued 13 days after the end of the pay period on Friday (or the first day before a holiday).

Count toward Leave Accrual (CTLA) is calculated based on hours of in-pay status during the pay period. In-pay status includes all time worked and all paid time off hours.

Breaks

Two break periods are normally allowed during the regular eight-hour work day. The break period should not exceed 15 minutes for each four hour period worked. Timing of the break is at the discretion of the supervisor. Breaks cannot be accumulated and used as compensatory time, nor may they be used at the beginning or end of a shift or work day. Breaks should not be added to the meal breaks.

All full-time work schedules include a 30 minute unpaid meal break. This meal break generally occurs in the middle of the work schedule.

Time Period Lockout

The time period lockout is the date set for all time sheets to be submitted by the employee and approved by the supervisor. After the lockout date and time, time sheets cannot be changed or submitted by the employee and/or supervisor. Updates or corrections needed after the time period lockout must be sent to Accounts Payable.

Deadlines

All time sheets must be submitted and approved by the supervisor, in Workday, by 12:00 (noon) on the Monday following the pay period end. Accounts Payable will notify campus with early deadlines, if necessary.



Time Sheet Reporting

All FHSU employees will use Workday to report hours worked and/or time off. All time worked and time off must be reported using the appropriate time types on the day the hours are worked or time off taken on the employee's Workday time sheet. Each employee will enter their own time and leave. Employee's time sheet, once submitted, will route to their supervisor for approval. It is inappropriate and subject to discipline to record time worked in any manner other than described in this manual.

Exempts

Exempt employees must submit a time sheet in Workday when leave time is used and for each pay period containing a Holiday. Time worked does not need to be reported on an exempt employee's time sheet. Time off will be reported in half or full day increments. The time sheet must be submitted and approved by the supervisor prior to the pay period deadline set by Accounts Payable.

Non-Exempts

Non-exempt employees are required to submit a time sheet, including all time worked and time off reported in quarter-hour increments, for each pay period. See the chart below for assistance with quarter-hour reporting. Time sheets must be submitted and approved by the supervisor, prior to the pay period deadline set by Accounts Payable.

Minutes Worked	Time Reported
0 – 07	.00
08 – 22	0.25
23 – 37	0.50
38 – 52	0.75
53 – 67	1.00

Supervisors

It is the supervisor's responsibility, when approving time sheets, to validate the time entries and time off reported is accurate. If entries are not accurate, the time sheet should be sent back to the employee for correction and submitted again. If the supervisor will be out of the office during the time when time sheets must be submitted and approved, a delegation should be set up for another designated person to verify and approve employee timesheets.

Informal, unofficial or under the desk time keeping is never appropriate. Always report actual time worked and actual leave time take on the Workday system.

Procedures for viewing, entering time and leave, corrections, and submitting time sheets can be found on the FHSU Workday website:

<https://www.fhsu.edu/workday/Time-Tracking-and-Time-Off/>

Regular, Shift Differential, and Daylight Saving Time

Regular Time Entry

Non-exempt employees will report **Regular** on their time sheet for all hours worked. **Regular** time will be reported in quarter-hour increments and must be recorded on the day the hours were worked.

Sunday Hours: 0	Monday Hours: 8	Tuesday Hours: 8	Wednesday Hours: 8	Thursday Hours: 8	Friday Hours: 8	Saturday Hours: 0
	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	

Shift Differential

The University's normal workweek is to provide services from 8:00 a.m. to 4:30 p.m., Monday through Friday. Non-exempt employees whose shift begins before 6:00 a.m. or ends after 6:00 p.m. on a regular basis are eligible to be paid shift differential. Shift differential is an additional pay per hour worked. Employees who work an eligible shift will report their time entry with **Regular – Second Shift**. This time entry code includes the regular time for hours worked, as well as, the shift differential pay for those hours.

Sunday Hours: 0	Monday Hours: 8	Tuesday Hours: 8	Wednesday Hours: 8	Thursday Hours: 8	Friday Hours: 8	Saturday Hours: 0
	Regular–Second Shift 8 Hours ⓈNot Submitted	Regular–Second Shift 8 Hours ⓈNot Submitted	Regular–Second Shift 8 Hours ⓈNot Submitted	Regular–Second Shift 8 Hours ⓈNot Submitted	Regular–Second Shift 8 Hours ⓈNot Submitted	

Non-exempt employees who works a regularly established shift that includes the time between 2:00 a.m. and 3:00 a.m. are eligible to be paid an additional shift differential. Employees who work this eligible shift will report their time entry with **Regular – Third Shift**. This time entry code includes the regular time for hours worked, as well as the additional shift differential pay for those hours.

Daylight Saving Time

Spring daylight saving time will result in some employees working one hour less due to clocks being adjusted ahead one hour. Non-exempt employees will not have a reduction in pay for the 'lost' hour due to daylight saving time. This hour will be reported as **Regular-Second Shift** on the employee's time sheet. This hour will not count towards overtime eligibility; however, it will count towards leave accrual. Exempt employees will not be affected by daylight saving time.

Fall daylight saving time will result in some employees working an extra hour due to the clocks being moved back one hour. The extra hour will be reported as **Regular-Second Shift**, in the same manner as any other time worked. The extra hour may result in overtime. The hour may be re-arranged within the work week in order to avoid overtime.



Overtime

Supervisors of non-exempt employees must approve overtime hours prior to the employee working the hours. Prior approval can be given verbally or through a written or email message. Overtime will be formally approved when the employee's time sheet is submitted at the end of the pay period.

All time reported for the workweek must be reported on the day that the hours are worked. Any hours, after 40 for the workweek, will be compensated with overtime pay at the rate of one and one-half times the regular rate of pay for each hour worked over 40.

Overtime hours will be recorded on the employee's time sheet as **Regular** and Workday will automatically calculate the overtime pay once the employee has worked 40 hours for the workweek. The time totals, at the top of the time sheet, will update to show any overtime hours being calculated.

Any hours that are calculated as overtime will require a comment to be added to the time block. The comment should include the purpose of the overtime. All overtime is reviewed by the Vice President of Administration and Finance during payroll processing.

*Example: An employee has been requested, by their supervisor, to work additional hours on Tuesday to meet a project deadline. The employee will report the number of hours worked on Tuesday as **Regular**. After the employee works 5 hours on Friday, they will be in overtime status. The employee's time sheet will calculate the overtime after 40 hours have been entered.*

Regular 40		Overtime 3		Paid Time Off 0		Total Hours Reported 43
Sunday Hours: 0	Monday Hours: 8	Tuesday Hours: 11	Wednesday Hours: 8	Thursday Hours: 8	Friday Hours: 8	Saturday Hours: 0
	Regular 8 Hours Ⓢ Not Submitted	Regular 11 Hours Ⓢ Not Submitted	Regular 8 Hours Ⓢ Not Submitted	Regular 8 Hours Ⓢ Not Submitted	Regular 8 Hours Ⓢ Not Submitted	

* A comment will be required on Friday's time block to include the purpose of the overtime.

*Example: An employee has been requested, by their supervisor, to work additional hours on Friday and Saturday for an event held in their department. The employee will report the number of hours they worked each day as **Regular**. After the employees normal 40 hours are worked through Friday, they will be in overtime status. The employee's time sheet will calculate the overtime after 40 hours have been entered.*

Regular 40		Overtime 6.25		Paid Time Off 0		Total Hours Reported 46.25
Sunday Hours: 0	Monday Hours: 8	Tuesday Hours: 8	Wednesday Hours: 8	Thursday Hours: 8	Friday Hours: 10	Saturday Hours: 4.25
	Regular 8 Hours Ⓢ Not Submitted	Regular 8 Hours Ⓢ Not Submitted	Regular 8 Hours Ⓢ Not Submitted	Regular 8 Hours Ⓢ Not Submitted	Regular 10 Hours Ⓢ Not Submitted	Regular 4.25 Hours Ⓢ Not Submitted

* Friday's hours will be paid as 8 Regular and 2 Overtime. The hours do not have to be split in to two separate blocks.

** A comment will be required on Friday and Saturday's time blocks to include the purpose of the overtime.



Call-Back

Employees must have approval from their supervisor prior to receiving call-back pay. Call-Back is only paid when the employee physically returns to the work site. Employees who resolve the matter over the phone should record **Regular** time in the appropriate increments on their time sheet and are not eligible for call-back pay. Employees who are on Stand-by (see page 11), are not eligible to also receive call-back pay.

K.A.R. 1-5-25: (a) an appointing authority may call an employee in to work on a regular day off or may call an employee back to work after a regular work schedule. Except as provided in subsection (b), employees of the state who are eligible to receive overtime pursuant to K.A.R. 1-5-24, and who are called in to work on a regular day off or are called back to work after a regular work schedule, shall be paid at the appropriate rate of pay for the hours worked. Except as noted above, employees shall be paid for a minimum of two hours. The minimum of two hours shall not apply if the employee was on stand-by when called in or called back, nor shall it apply if the employee was called in or called back during the two hour period immediately prior to the beginning of the employee's next regularly scheduled work shift. Only the hours actually worked shall be used in determining eligibility for overtime compensation. When leave time is taken during the week, the leave time would be reduced by the number of call back hours worked and it does not affect the call back minimum hours.

Employees who meet the call-back pay requirements will record the number of hours called in as **Called Back** on their timesheet. If less than two hours are recorded, Workday will automatically add the call back minimum. These hours will be added in to the totals at the top of the time sheet. Any **Called Back** time block will require a comment with the purpose of the call back.

*Example: An employee has been requested, by their supervisor, to come in to work after their shift has already ended Tuesday to check on a water leak. The employee will report the number of hours worked during the evening Tuesday as **Called Back**. The employee worked for 1.25 hours. The system will automatically add .75 hours to reach the two hour minimum pay. If the employee does not take any time off the remainder of the week, they will be in overtime status after 40 hours has been worked for the week.*

				Regular 40	Overtime 1.25	Paid Time Off 0	Total Hours Reported 42
Sunday Hours: 0	Monday Hours: 8	Tuesday Hours: 9.25	Wednesday Hours: 8	Thursday Hours: 8	Friday Hours: 8	Saturday Hours: 0	
	Regular 8 Hours ☹️Not Submitted	Regular 8 Hours ☹️Not Submitted	Regular 8 Hours ☹️Not Submitted	Regular 8 Hours ☹️Not Submitted	Regular 8 Hours ☹️Not Submitted		
		Called Back 1.25 Hours ☹️Not Submitted					

* A comment will be required on Tuesdays Called Back time block to include the purpose of the call back. A comment will also be required on Friday due to being in Overtime status.



Stand-by Pay (Residential Life Maintenance Only)

Employees in the Residential Life Maintenance group are required to be on stand-by and will receive additional pay for those hours. Stand-by pay will be recorded on the employee's time sheet as **Standby** for the number of hours on stand-by outside of their normal work schedule. If the employee is required to report to work, during a stand-by period, those hours will be recorded as **Regular**.

*Example: A Residential Life Employee is on Stand-by starting at 4:30 pm on Monday and ending the following Monday morning at 8:00 am. **Regular** hours will be reported for their normal work shifts. The employee was required to come in to work on Saturday and those hours will be recorded as **Regular**. These hours will be calculated as Overtime by Workday, since the employee is over 40 hours worked for the week. All remaining hours during the stand-by period will be recorded as **Standby**.*

Regular Overtime Paid Time Off Total Hours Reported
40 1 0 133.5

Sunday Hours: 0	Monday Hours: 15.5	Tuesday Hours: 23.5	Wednesday Hours: 23.5	Thursday Hours: 23.5	Friday Hours: 23.5	Saturday Hours: 24
	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 1 Hour ⓈNot Submitted
	Standby 7.5 Hours ⓈNot Submitted	Standby 15.5 Hours ⓈNot Submitted	Standby 15.5 Hours ⓈNot Submitted	Standby 15.5 Hours ⓈNot Submitted	Standby 15.5 Hours ⓈNot Submitted	Standby 23 Hours ⓈNot Submitted

* A comment will be required on Saturday's Regular time block to include the purpose of the overtime.



Rearranged Workweek

Rearranged time is when an employee changes their normal work schedule within the workweek to remain within 40 hours. This may occur if the employee is requested to work additional hours earlier in the week and therefore will take time off later in the week to avoid overtime. Rearranged time **CANNOT** carry over from one workweek to another. The employee must report actual hours worked on each day on the time sheet.

An employee cannot be paid for more than 40 hours if they have not physically worked more than 40 hours. If time off is reported and puts the employee over 40 hours for the week, the leave time must be reduced to remain at a 40 hour workweek.

*Example: An employee worked three additional hours on Tuesday to assist with a project. The employee had planned on taking 4 hours of **Vacation** on Friday. Since the employee worked the extra hours on Tuesday, the vacation leave should be reduced from 4 to 1 hour to remain at 40 hours for the workweek.*

Regular 39		Overtime 0	Paid Time Off 1		Total Hours Reported 40	
Sunday Hours: 0	Monday Hours: 8	Tuesday Hours: 11	Wednesday Hours: 8	Thursday Hours: 8	Friday Hours: 5	Saturday Hours: 0
	Regular 8 Hours ⓈNot Submitted	Regular 11 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 4 Hours ⓈNot Submitted	
					Vacation 1 Hour ⓈNot Submitted	

*Example: An employee worked additional hours on Monday, Tuesday, and Thursday to assist with a project. The employee had planned on taking 8 hours of **Vacation** on Friday. Since the employee worked the extra hours earlier in the week, the employee should reduce their vacation leave from 8 hours to 0 to remain at 40 hours for the workweek. There will be no time recorded on Friday.*

Regular 40		Overtime 0	Paid Time Off 0		Total Hours Reported 40	
Sunday Hours: 0	Monday Hours: 11	Tuesday Hours: 11	Wednesday Hours: 8	Thursday Hours: 10	Friday Hours: 0	Saturday Hours: 0
	Regular 11 Hours ⓈNot Submitted	Regular 11 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 10 Hours ⓈNot Submitted		



Vacation Time Off

Vacation time off is a benefit for employees and is intended for taking time away from work in an effort to maintain a healthy workforce. Employees are encouraged to take time off throughout the year. Employees and supervisors should work together throughout the year to ensure time off is scheduled appropriately and used prior to the maximum accrual.

Vacation time off cannot be used until after the employee has earned the time off. Excess vacation time off cannot be converted to any other time off type, but can be used in place of sick time off. A new employee in a benefit eligible position is eligible to earn vacation at the end of their first pay period of employment.

Non-Exempt Accrual:

Accrual for non-exempt employees is determined on the number of hours of in-pay status for each pay period.

Hours in Pay Status Per Pay Period	Vacation Accrual
0.00 – 9.00	0.00
9.25 – 19.00	0.85
19.25 – 29.00	1.69
29.25 – 39.00	2.54
39.25 – 49.00	3.39
49.25 – 59.00	4.23
59.25 – 69.00	5.08
69.25 – 79.00	5.92
79.25 +	6.77

Exempt Accrual:

Accrual is earned for exempt employees at a specified amount if they are in-pay status for any portion of the pay period.

Appointment FTE	Vacation Accrual
0.00 – 0.49	0.00
0.50 – 0.74	5.08
0.75 – 1.00	6.77

*Non-Exempt and Exempt employee's earn **176** hours of vacation leave each fiscal year. Vacation hours are carried over from one fiscal year to the next. Employees are allowed to accrue a maximum of **304** hours.*

Temporary Employees are not eligible to earn time off.

Faculty do not earn vacation time off or comp time. Any absence must be approved by the supervisor and teaching responsibilities must be covered. No entry is made on the employee's time sheet.

Employees who earn vacation time off may receive, upon separation from employment, payment of no more than 176 hours of vacation time off paid out to them. At retirement, or at separation of employment, when retirement eligible, an employee may receive payment for up to 240 hours of vacation time off. Payment will be made on the employee's final paycheck.

Sick Time Off

Sick time off is granted to an employee only for the necessary absence from duty due to personal or family illness, injury, or other medical related situations.

Sick time off cannot be used until after the employee has earned the time off. Employees requesting sick time off must notify their supervisor as soon as possible. A new employee in a benefit eligible position is eligible to earn sick time off at the end of their first pay period of employment.

Non-Exempt Accrual:

Accrual for non-exempt employees is determined on the number of hours of in-pay status for each pay period.

Hours in Pay Status Per Pay Period	Sick Accrual
0.00 – 7.00	0.00
7.25 – 15.00	0.40
15.25 – 23.00	0.80
23.25 – 31.00	1.20
31.25 – 39.00	1.60
39.25 – 47.00	2.00
47.25 – 55.00	2.40
55.25 – 63.00	2.80
63.25 – 71.00	3.20
71.25 – 79.00	3.60
79.25 +	3.70

Exempt Accrual:

Accrual is earned for exempt employees at a specified amount if they are in-pay status for any portion of the pay period.

Appointment FTE	Sick Accrual
0.00 – 0.49	0.00
0.50	1.85
0.60	2.22
0.75	2.78
0.85	3.15
1.00	3.70

Sick time off is accumulated on an unlimited basis. Unused sick time off is forfeited when employment is terminated, however, it will be restored should the employee be re-employed by the University or another State of Kansas agency within one year of termination.

An employee who is retiring (or who separates from service and is retirement eligible) may be paid for a portion of unused sick time off based on the length of service and sick time off balance at the time of retirement. (Kansas State Statute 75-5517)

Years of Service	Hours Accumulated	Maximum Hours Paid
8	800	240
15	1000	360
25	1200	480



Other Types of Time Off

Discretionary Day

When authorized by the Governor, Non-Exempt and Exempt state employees within the university system who accrue annual time off shall be entitled to one additional holiday per year to be taken at their discretion. Arrangements to use the discretionary day should be made with the employee's supervisor. Employees who are eligible for a discretionary day, will earn it after six (6) months of service in a benefit eligible position. Part-time employees will receive a proportional number of hours for the discretionary day based on their FTE.

The discretionary day may be scheduled like vacation, but must be taken on a single work day. It cannot be carried from one calendar year to the next. The discretionary day must be used by the last day of the pay period in the calendar year, or the day is forfeited. This day is approved by the Governor on an annual basis.

Donor Leave

Donor leave is available to Exempt and Non-Exempt employees with active appointments of 50% or more in a benefit eligible position. The donor leave program provides approved recovery time away from work for employees that choose to donate organs, tissue, bone marrow, blood or blood products. Donor leave cannot be used to care for a family member who is a donor. Employees that donate blood should record donor leave on their timesheet for their time away from work.

- Employees may receive up to 30 working days of paid leave for recovery from an organ or tissue donation procedure.
- Employees may receive up to 7 working days of paid leave following the donation of bone marrow.
- Employees may receive 1.5 hours of paid leave every 4 months for the donation of blood.
 - **Exempt** employees taking leave time for blood donation should be gone less than 4 hours and therefore no leave request is required.
 - **Non-Exempt** employees taking leave time for blood donation will enter donor leave equal to the time they are gone in .25 hour increments, but not to exceed 1.5 hours.
- Employees may receive 3 hours of paid leave every 4 months for the donation of blood platelets or other approved blood products.



Other Types of Time Off (Continued)

Shared Leave

The Shared Leave program allows eligible employees to donate sick or vacation leave to another qualified staff member who is experiencing a serious, extreme, or life threatening illness or injury either personally or of a family member. To be eligible for Shared Leave, the employee must be employed at least 6 months and complete the necessary documentation through the Human Resources office. Eligibility is determined by the Shared Leave Committee.

Jury Duty

Non-Exempt, Exempt, and Faculty with active appointments of 50% or more in a benefit eligible position shall be granted leave with pay for the required jury duty or required court appearance before, and at the direction of, the Kansas Commission on Civil Rights, the United States Equal Employment Opportunity Commission, or a court. An employee shall not be entitled to leave of absence with pay in circumstances where the employee is called as a witness on the employee's own behalf in an action in which the employee is a party.

Military Leave

Annual Leave: If an employee is a member of a reserve component of the military service of the United States or with the State or National Guard, he or she will, upon presentation of appropriate orders in advance, be granted leave with pay to attend annual active duty for training for a period not to exceed 30 working days in one calendar year (calendar year begins in October). Such leave will not be counted as a part of an employee's annual vacation leave.

Active Duty: If such an employee is called to active duty, the employee shall be granted leave without pay for the duration of active service. The employee will be restored to his/her former position or a similar position with like status and pay, if application for rehire is made within 90 days after being discharged from military service under honorable conditions or from hospitalization if qualified to perform those duties.

If an employee is not qualified to perform the duties of the former position by reason of disability sustained while on active duty, the employee shall be offered a position comparable in status and pay with duties he/she is qualified to perform. If there is not a position available, an employee may appeal to the Human Resources office for appropriate placement.

Other Types of Time Off (Continued)

Funeral Leave

Non-Exempt, Exempt, and Faculty may be granted funeral leave with pay upon the death of a close relative. Factors of relationship and necessary travel time will be considered in determining the proper amount of time that will be granted. Funeral leave can be granted up to six working days per occurrence and may be granted in cases where a death affects other relatives residing in the employee's household.

Funeral leave requests must be made through the *Request Time Off* task in Workday with the relationship, location of the funeral, and number of days being requested included in the time off request. Funeral leave requests go to the Human Resource Director for approval. Funeral leave should never be reduced on a time sheet due to overtime being worked during the week.

Parental Leave

The paid parental leave program at Fort Hays State University is available for qualifying events occurring after the effective date of the Kansas Board of Regents Paid Parental Leave policy effective July 1, 2019. Parental leave allows eligible employees paid time off for the birth or adoption of a child. To be eligible for Parental Leave, the employee must be benefit-eligible (0.5 full-time equivalency (FTE) or greater position as faculty, unclassified professional or university support staff) and have been employed for twelve months with the State of Kansas. Documentation must be completed through the Human Resources office. For more information, see the link below to the Faculty and Unclassified Staff Handbook. https://www.fhsu.edu/academic/provost/handbook/ch_5_leaves/

Leave Without Pay

Employees who have no time off (vacation, sick or discretionary day) to use and who are not authorized for any of the other leave types above, will use Leave Without Pay. Supervisors must consult with the HR Director on all instances of Leave Without Pay.

Holiday Reporting

Employees who are entitled to holidays should receive holiday compensation in accordance with K.A.R. 1-9-2 and Division of Personel Services Bulletin 05-03.

Legal Holiday: The legal holiday is the day that the holiday actually falls on the calendar.

Officially Observed Holiday: The officially observed holiday occurs when the holiday falls on a weekend, the holiday is then officially observed on a day within the workweek.

When an employee works on either the legal holiday or the officially observed holiday, but not both, the day on which the employee works is considered the holiday for the purpose of holiday compensation.

The officially observed holiday will still be the basis when determining the hours of holiday credit to be given. If an employee works on both the legal holiday and the officially observed holiday, the day in which the employee works the most hours is considered the holiday. If the employee works the same number of hours on both days, the employee will receive holiday credit for the day which is most advantageous for the employee and will not receive holiday credit for the other day worked.

If the Governor designates two consecutive days during the normal regular workweek of Monday through Friday as holidays, an employee who is required to work on both days shall receive the appropriate holiday credit and holiday compensation in accordance with K.A.R 1-9-2 for both days.

An employee who is eligible to earn holiday credit must be in full pay status the entire workday before and the entire workday after the holiday in order to receive the holiday credit. If any amount of Leave Without Pay is entered on the day before or after the holiday, the employee would not be eligible to receive the holiday credit.

Temporary Employees:

Temp employees are not paid holiday credit; therefore, the holiday credit will not be populated on their time sheet. If a temp employee is required to work on a holiday, they must seek prior approval from the Human Resource Director to work the holiday. The employee will report their actual hours worked on the time sheet. A comment will be required on the time block including the purpose for working on the holiday.

*Example: The official observed holiday is on Friday. A temp employee has been requested to work an event on the holiday. The employee will enter **Regular** for the hours worked on the holiday.*

Regular 18.5 Overtime 0 Paid Time Off 0 Total Hours Reported 18.5						
Sunday Hours: 0	Monday Hours: 4	Tuesday Hours: 4	Wednesday Hours: 4	Thursday Hours: 4	Friday Hours: 2.5 HOLIDAY	Saturday Hours: 0
	Regular 4 Hours	Regular 4 Hours	Regular 4 Hours	Regular 4 Hours	Regular 2.5 Hours	



Holiday Reporting: Exempts

Exempt employees will receive holiday credit for all official state holidays. A full time exempt will earn holiday credit based on the employees work schedule. An exempt employee who works less than full-time will receive holiday credit hours if the holiday falls on a day the employee is regularly scheduled to work.

It is not a state or federal requirement to provide holiday compensation for an exempt employee who works on the holiday. K.A.R. 1-9-2 and KBOR allows exempt staff to receive holiday compensation (if required to work) at the direction of the Appointing Authority.

If an exempt employee, who accrues vacation leave, is required to work on the holiday, they must seek prior approval from the Human Resources Director to work the holiday. The employee shall also receive holiday compensation at 1.0 times the hours worked in half day increments, limited to no more than their normal schedule. Holiday comp time will be entered on the employee's time sheet as **Holiday Comp Time** for these hours worked.

Holiday credit will be automatically populated on employee time sheets as Holiday Time Off – Paid for employees that are eligible to receive it. Employees will receive holiday credit hours equal to the number of hours the employee is regularly scheduled to work on that day. The employee's time sheet must be submitted, including exempt employees, for the holiday credit to generate on the employees paycheck.

*Holiday comp time earned must be used whenever the employee claims personal leave time until no comp time remains. Holiday comp time should be used during or before the **second to** last pay period of the fiscal year it was earned. The holiday comp time balance at the end of the **second to** last pay period of the fiscal year will be paid out to the employee on the last check of the fiscal year.*

Procedures for submitting time sheets for a holiday can be found on the FHSU Workday website: <https://www.fhsu.edu/workday/Time-Tracking-and-Time-Off/>



Holiday Reporting: Non-Exempts

Full-Time

A full-time non-exempt employee will receive holiday credit equal to the number of hours the employee is regularly scheduled to work on that day. If the holiday falls on a day the employee is not regularly scheduled to work, see the 'non-standard workweek' section (pg 20) to determine the appropriate number of holiday credit hours the employee will receive.

If a non-exempt, non-essential employee works on a holiday, with the exception of Veteran's Day, they must seek prior approval from the Human Resources Director to work the holiday. If they work the holiday (except Veteran's Day) the employee shall also receive holiday pay at 1.5 times the number of hours worked. Working on the holiday is recorded as **Regular** on the time sheet and Workday will calculate the holiday pay. Non-Exempts who are working on Veteran's Day, refer to pg 24 for guidance on recording holiday comp time. **Essential staff, including University Farm, University Police, Power Plant, and Sternberg Museum, can be paid when working on Veteran's Day, instead of receiving the holiday comp time.** Leave time taken during the week of a holiday will not be reduced for essential employees due to hours worked on the holiday.

Part-Time

A part-time non-exempt employee will receive holiday credit equal to the number of hours the employee is regularly scheduled to work on that day.

If a part-time, non-exempt, non-essential employee works on a holiday, with the exception of Veteran's Day, they must seek prior approval from the Human Resources Director to work the holiday. If they work the holiday (except Veteran's Day) the employee shall also receive holiday pay at 1.5 times the number of hours worked. Working on the holiday is recorded as **Regular** on the time sheet and Workday will calculate the holiday pay. Part-Time non-exempts who are working on Veteran's Day, refer to pg 24 for guidance on recording holiday comp time. **Essential staff, including University Farm, University Police, Power Plant, and Sternberg Museum, can be paid when working on Veteran's Day, instead of receiving the holiday comp time.**

Holiday credit will be automatically populated on employee time sheets, as Holiday Time Off – Paid for employees that are eligible to receive it. Employees will receive Holiday Credit hours equal to the number of hours the employee is regularly scheduled to work on that day.

*Holiday comp time earned must be used whenever the employee claims personal leave time until no comp time remains. Holiday comp time should be used during or before the **second to** last pay period of the fiscal year it was earned. The holiday comp time balance at the end of the **second to** last pay period of the fiscal year will be paid out to the employee on the last check of the fiscal year.*

Holiday Reporting: Non-Exempts

Nonstandard Workweek

For a full-time non-exempt employee who works a nonstandard workweek, Kansas Administrative Regulations K.A.R. 1-9-2 states, “for each holiday, each full-time employee shall receive holiday credit equal to the number of hours regularly scheduled to work, subject to the provisions of paragraph (b) (2). Subsection (b) (2): Each full-time employee who works a nonstandard workweek shall receive holiday credit equal to the number of holidays in a calendar year as employees whose regular work schedule is Monday through Friday...”

If an employee is normally scheduled to work 10 hours on a holiday, the employee will receive 10 hours of holiday credit. Employees cannot rearrange their normally scheduled workweek to get more hours of holiday credit during a holiday week.

Example: The officially observed holiday is on Monday. The employee’s regular schedule is 4 hours on Monday and 9 hours each day Tuesday through Friday. The employee will receive 4 hours of holiday credit on Monday and will record their normal hours for the remainder of the week.

	Regular 36	Overtime 0	Paid Time Off 4	Total Hours Reported 40		
Sunday Hours: 0	Monday Hours: 4	Tuesday Hours: 9	Wednesday Hours: 9	Thursday Hours: 9	Friday Hours: 9	Saturday Hours: 0
	Holiday Time Off -Paid 4 Hours ⓈNot Submitted	Regular 9 Hours ⓈNot Submitted	Regular 9 Hours ⓈNot Submitted	Regular 9 Hours ⓈNot Submitted	Regular 9 Hours ⓈNot Submitted	

Example: The officially observed holiday is on Monday. The employee’s regular schedule is 10 hours each day Tuesday through Friday. The employee will receive 8 hours of holiday credit on Monday and will record their normal hours for the remainder of the week.

	Regular 40	Overtime 0	Paid Time Off 8	Total Hours Reported 48		
Sunday Hours: 0	Monday Hours: 8	Tuesday Hours: 10	Wednesday Hours: 10	Thursday Hours: 10	Friday Hours: 10	Saturday Hours: 0
	Holiday Time Off -Paid 8 Hours ⓈNot Submitted	Regular 10 Hours ⓈNot Submitted	Regular 10 Hours ⓈNot Submitted	Regular 10 Hours ⓈNot Submitted	Regular 10 Hours ⓈNot Submitted	



Leave Time During a Holiday Week – Standard Workweek

*Example: The officially observed holiday is on Monday and the employee is required to work. The employee's normal schedule is 8 hours each day Monday through Friday. The employee will receive 8 hours of holiday credit on Monday. The employee will record 8 hours of **Regular** on Monday for hours worked. On Friday, the employee took off and will record **Vacation**. Normal hours will be reported the remainder of the week.*

* A comment will be required on Monday's Regular time block with the purpose of working on a holiday. Monday's Regular time block will be calculated at 1.5 time the regular rate of pay automatically by Workday.

*Example: The officially observed holiday is on Monday and was not required to work on the holiday. The employee's normal schedule is 8 hours each day Monday through Friday. The employee will receive 8 hours of holiday credit on Monday. On Friday, the employee took off and will record **Vacation**. Normal hours will be reported the remainder of the week.*

22



Holiday Reporting: Non-Exempts

Leave Time During a Holiday Week – Nonstandard Workweek

A non-exempt employee who has a nonstandard workweek schedule and is required to work on the holiday that is not part of their normally scheduled workweek will receive holiday credit for their normally scheduled hours and will also record the hours worked on the holiday as **Regular** for all holidays, with the exception of Veteran's Day when employees will record hours as **Holiday Comp Time**. If leave time is claimed on a normally scheduled day, the leave time will need to be reduced.

*Example: The officially observed holiday is on Monday and the employee is required to work. The employee's normal schedule is 8 hours each day Tuesday through Saturday. The employee will receive 8 hours of holiday credit on Monday. The employee will record 8 hours of **Regular** on Monday for hours worked. On Saturday, the employee took vacation. The employee will not record any hours for vacation on Saturday to remain within a 40 hour workweek. Normal hours will be reported the remainder of the week.*

	Regular 40	Overtime 0	Paid Time Off 8	Total Hours Reported 48		
Sunday Hours: 0	Monday Hours: 16	Tuesday Hours: 8	Wednesday Hours: 8	Thursday Hours: 8	Friday Hours: 8	Saturday Hours: 0
	Holiday Time Off -Paid 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	
	Regular 8 Hours ⓈNot Submitted					

* A comment will be required on Monday's Regular time block with the purpose of working on a holiday. Monday's Regular time block will be calculated at 1.5 time the regular rate of pay automatically by Workday.

A non-exempt employee who has a standard workweek schedule and is not required to work on the holiday will receive holiday credit for their normally scheduled hours. Leave time will not be reduced.

Example: The officially observed holiday is on Monday and the employee was not required to work on the holiday. The employee's normal schedule is 8 hours each day Tuesday through Saturday. The employee will receive 8 hours of holiday credit on Monday. On Saturday, the employee took Vacation. Vacation does not need to be recorded in order to remain in a 40 hour work week. Normal hours will be reported the remainder of the week.

	Regular 32	Overtime 0	Paid Time Off 8	Total Hours Reported 40		
Sunday Hours: 0	Monday Hours: 8	Tuesday Hours: 8	Wednesday Hours: 8	Thursday Hours: 8	Friday Hours: 8	Saturday Hours: 0
	Holiday Time Off -Paid 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	



Employees who are in overtime status for some of the holiday are compensated for the hours worked on the holiday, prior to the overtime status, at 1.5 time the regular rate of pay. Once the employee is in overtime status (working 40 hours in the week), the employee will also be compensated an additional one-half time rate of holiday premium pay for the hours worked in overtime status.

All hours worked on a holiday will be recorded as Regular on the employee's time sheet. Workday will automatically do the calculation for the holiday and premium pay.

Regular	Overtime	Paid Time Off	Total Hours Reported
40	1.5	8	49.5

Sunday Hours: 8	Monday Hours: 8	Tuesday Hours: 8	Wednesday Hours: 9.5	Thursday Hours: 8	Friday Hours: 8	Saturday Hours: 0
Regular 8 Hours ☹️Not Submitted	Regular 8 Hours ☹️Not Submitted	Regular 8 Hours ☹️Not Submitted	Regular 9.5 Hours ☹️Not Submitted	Holiday Time Off -Paid 8 Hours ☹️Not Submitted	Holiday Time Off -Paid 8 Hours ☹️Not Submitted	
					Regular 8 Hours ☹️Not Submitted	

24



While Veteran's Day is an official state holiday, the University will remain open for business on this day. The President's office will notify campus, prior to Veteran's Day, with details for the holiday and the holiday shut down period that occurs between the Christmas and New Year's holidays.

Non-Exempts: A non-exempt employee who works on Veteran's Day will receive one and one half times the number of hours worked in holiday comp time. This will be entered on the employee's time sheet as **Holiday Comp Time – Veteran's Day Only**. The employee will also receive holiday credit based on page 19-20's guidance. Essential staff (University Farm, University Police, Power Plant, and Sternberg Museum) can be paid when working on Veteran's Day, instead of receiving the holiday comp time.

Example: Veteran's Day is on Monday and the University remains open. An exempt employee is not working on Veteran's Day. The holiday credit will automatically populate on the employee's time sheet. No other time entry is made for the remainder of the week, unless the employee would be taking leave time. The exempt employee will submit their timesheet at the end of the pay period.

25



Veteran's Day and Holiday Shut Down

*Example: Veteran's Day is on Monday and the University remains open. An exempt employee is working a full day. The holiday credit will automatically populate on the employee's time sheet. The exempt employee will record 8 hours of **Holiday Worked - Comp Time** on Monday. No other time entry is made for the remainder of the week, unless the employee would be taking leave time. The exempt employee will submit their timesheet at the end of the pay period.*

Regular 0 Overtime 0 Paid Time Off 8 Total Hours Reported 16						
Sunday Hours: 0	Monday Hours: 16	Tuesday Hours: 0	Wednesday Hours: 0	Thursday Hours: 0	Friday Hours: 0	Saturday Hours: 0
	Holiday Time Off -Paid 8 Hours ⓈNot Submitted					
	Holiday Worked – Comp Time 8 Hours ⓈNot Submitted					

*Example: Veteran's Day is on Monday and the University remains open. A non-exempt is working 8 hours on the holiday. The holiday credit will automatically populate on the employee's time sheet. The employee will record 8 hours of **Holiday Worked Comp Time- Veteran's Day ONLY** on Monday. Normal hours will be recorded the remainder of the week.*

Regular 32 Overtime 0 Paid Time Off 8 Total Hours Reported 48						
Sunday Hours: 0	Monday Hours: 16	Tuesday Hours: 8	Wednesday Hours: 8	Thursday Hours: 8	Friday Hours: 8	Saturday Hours: 0
	Holiday Time Off -Paid 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	
	Holiday Comp Time - Vet's Day Only 8 hours ⓈNot Submitted					

*Example: Veteran's Day is on Monday and the University remains open. A non-exempt is working 8 hours on the holiday, normal hours Tues-Thurs and 10 hours Friday. The holiday credit will automatically populate on the employee's time sheet. The employee will record 8 hours of **Holiday Worked Comp Time - Veteran's Day ONLY** on Monday. The employee worked 10 hours on Friday and will receive overtime for 2 hours. Normal hours will be recorded the remainder of the week.*

Regular 32 Overtime 2 Paid Time Off 8 Total Hours Reported 50						
Sunday Hours: 0	Monday Hours: 16	Tuesday Hours: 8	Wednesday Hours: 8	Thursday Hours: 8	Friday Hours: 10	Saturday Hours: 0
	Holiday Time Off -Paid 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 8 Hours ⓈNot Submitted	Regular 10 Hours ⓈNot Submitted	
	Holiday Worked – Comp Time 8 Hours ⓈNot Submitted					

*2 hours on Friday's time block will be calculated as Overtime automatically by Workday.

Inclement Weather

During inclement weather, the University's primary concern is the safety of students, faculty, staff and visitors. Inclement weather generally occurs during snow/blizzards, but could also include severe weather, tornado, or flooding. Inclement weather must be declared by the University President. The official FHSU Weather Policy can be found at: <https://www.fhsu.edu/policies/administrative/>

Status of University Operations

When severe weather threatens to disrupt classes or office schedules, the President will announce that the University is closed. With this declaration, all operations will be curtailed except the Power Plant, University Police, University Farm, Grounds Department and Residence Halls. All other employees will be dismissed and granted time off with pay.

Announcement of Severe Weather

When severe weather occurs overnight, the President will consult with the Grounds Department to make a decision about the status of the University Operations. If the President declares that the University is closed, a public announcement will be made by 6:00 a.m. Information will be posted on the FHSU website, radio and television news stations.

When severe weather occurs during the day, the President may declare that the University is closed. If this occurs, a public announcement will be made through email, the FHSU website, radio and television news stations.

Temporary Employees

Temporary employees are not covered by the inclement weather provisions. If a temporary employee works, they will receive their regular pay. Hours missed from work due to inclement weather will not be paid.

Remote Employees

Employees approved by the Human Resources office to work remotely are not affected by the Inclement Weather declaration, thus not eligible for Inclement Weather paid time off. If the employee wishes to take the day off, they must report personal leave such as vacation, discretionary day, etc.



Inclement Weather

Non-Essential Staff

Employees who are non-essential staff are granted **Inclement Weather** time off up to the hour(s) authorized during their regular work schedule. Non-essential staff not scheduled to work on the inclement weather day due to vacation, sick, discretionary or any other planned leave are not eligible for the inclement weather pay.

Non-essential staff do not receive extra compensation for hours worked during the inclement weather period and should record any hours worked during this time as **Regular**. If an employee leaves work for lunch break and does not return to work, they will record leave time until the inclement weather period has been declared.

An employee who is scheduled to be at work prior to the declared inclement weather time, should report to work until inclement weather has been declared and report those hours as Regular hours. If the employee leaves, once the inclement weather is declared, the remainder of the employee's shift will be recorded as **Inclement Weather** time off. An employee that starts their shift prior to the declaration of inclement weather should report to work. If they are unable to, leave time must be entered and cannot be switched if/when inclement weather is declared.

When inclement weather is declared during the day, employees who work a night shift will receive the inclement weather time off through the end of their shift.

Essential Staff

Essential employees are defined as those necessary to maintain emergency or vital services for University operations. The units identified as essential include employees in the Power Plant, University Police, University Farm, Grounds Department, Residential Life Custodial, & Residential Life Maintenance. USS and UPS non-exempt essential employees who work during a declared period of inclement weather will receive compensation on an hour-for-hour basis for the time covered by the declaration, as well as compensation for any hours worked. UPS and USS exempt essential employees who work during a declared period of inclement weather will receive compensation on a half or full day basis for the time covered by the inclement weather declaration, as well as compensation for any hours worked in half or full day increments.

Leave time taken during the week of declared inclement weather will not be reduced for essential employees due to hours worked on the inclement weather days(s).

When an employee has 2 shifts during 1 inclement weather period, the employee can only claim the inclement weather on the shift that is most advantageous to the employee and will not receive additional compensation for the other shift.

Student Employees

All student employees are required to submit a bi-weekly time sheet in Workday. This includes all hourly student employees, as well as, salary employees including resident assistants, graduate assistants, graduate teaching assistants, and graduate research assistants. Procedures for time entry for students and managers can be found at: <https://www.fhsu.edu/workday/Time-Tracking-and-Time-Off/> .

Salary Students

All salary students will be required to submit a bi-weekly time sheet in Workday as a verification of their work for the pay period. An *Exempt Acknowledgment* time block will be populated on all salary student's time sheet each Monday. Specific hours worked throughout the pay period are not recorded on the time sheet. The student will submit their time sheet once during the pay period. The submission of the time sheet is the student's acknowledgment that they have completed their job duties to the best of their abilities for the pay period. The student's time sheet will route to the supervisor for approval in Workday.

Hourly Students

All hourly students will use the check in/out feature in Workday to record their time worked. If the student has multiple hourly jobs, the student must select the position when they are checking in to hours worked under that job. After all hours have been recorded for the pay period, the student will submit their time sheet and it will route to their supervisor for approval in Workday.

Time Entry Deadline

All student time sheets must be submitted by the student employee and approved by the supervisor by the time entry deadline set by Accounts Payable. The normal time entry deadline is on Monday at 12:00 p.m. (noon), following the pay period end date. The deadline is noted by informational blocks within the time sheet, as well as the text directly above the time sheet.

In the event that an early deadline is necessary due to a holiday or early state deadline, Accounts Payable will send an email to campus notifying managers and student employees of the early deadline.

It is essential for time sheets to be submitted and approved by the deadline to ensure there is no delay of payroll processing.



Student Employees

Overtime

Any hourly student who is working overtime must have approval from their supervisor prior to the overtime hours being worked. If a student is required to work overtime, a comment must be entered on the overtime time block with the purpose of the overtime being worked. The official approval of overtime is made when the time sheet is submitted through the supervisor for approval. During payroll processing, a report of all overtime is sent to the Vice President of Administration and Finance for review.

Holidays

Student employees should not work on any holiday when the University is closed, with the exception of Veteran's Day. If a student is required to work on the holiday, the supervisor should email the Director of Human Resources for prior approval. Once approval is granted, the email should be sent to Accounts Payable. Student employees that have been approved to work on a holiday will be paid as regular and no additional compensation is made. Student employees that work on Veteran's Day, while the University remains open, record their hours as normal and prior approval is not necessary.

Inclement Weather

Student employees are only paid for the actual hours that are worked on a declared inclement weather day. If a student employee is scheduled to work during the inclement weather period, no compensation will be made for the missed hours due to the inclement weather. Students will only record the hours they actually work and are not eligible for inclement weather pay.

University Closed

When the University is closed (holidays, inclement weather, or during the holiday shut down), student employees should not be working, unless it is essential for the continuance of university business. If it is necessary for a student to be working while the University is closed, prior approval is needed from the Director of Human Resources in the form of an email. This approval should be sent to Accounts Payable.

Managers of Student Employees

Managers of student employees are responsible for overseeing the responsibilities and duties of student employees and ensuring expectations are met. Managers are responsible for approving and correcting, when necessary, time entries for student's and ensuring student employee's time sheets are reported accurately and meet the set deadlines.