

TimeClock Plus Update

January 5, 2018

To: All Employees

From: Payroll Department

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Employees and their supervisors should manage weekly hours submitted through TimeClock Plus to ensure leave and hours worked meet the minimum 40 hours. Beginning with the January 7, 2018 time sheet period, if the combination of leave and hours worked exceeds the 40 hours, employees may request their supervisors reduce the leave hours so the combination of the leave and hours worked does not exceed 40 hours. If leave is not adjusted and total hours worked within the week exceeds 40 hours, the hours in excess of 40 will be paid at straight time. Overtime is paid when total hours worked (not including leave hours), exceeds 40 hours. See example below for clarification:

1. Scenario 1

Vacation leave: 5 hours

Worked hours: 37 hours

Total Hours: 42 hours

- a. No adjustment made - straight time paid for 42 hours; or
- b. Supervisor reduces vacation leave by 2 hours; employee gets paid for 40 hours straight time

2. Scenario 2

Vacation leave: 8 hours

Worked hours: 43 hours

Total Hours: 51 hours

- a. No adjustment made for leave - straight time for 48 hours (40 worked hours, 8 vacation), and 3 hours overtime; or
- b. Supervisor reduces vacation by 8 hours; employee gets paid for 40 hours straight time and 3 hours overtime.