

Special Edition Management Update Dec. 7, 2010

Holiday Schedule Information

This special edition of Management Update provides managers and supervisors with information about the upcoming holiday schedule, which will be in effect at Kent State University during the last two weeks of December. Please be sure to share this information with your staff and encourage them to read the information that will be in the **Dec. 13** issue of *e-Inside*. More information, including frequently asked questions, is also available on the Human Resources [website](#).

The Schedule and Departmental Status

The holiday schedule will run from the first shift on **Dec. 24, 2010**, through **Jan. 1, 2011**; normal operations will resume with the first shift on **Jan. 2**. The holiday schedule applies to all Kent State campuses.

During this time all nonessential operations will be closed. Eligible classified and unclassified employees will receive paid leave for any regularly scheduled work time from **Dec. 28** through **Dec. 30**. The paid leave is in addition to the paid holidays of **Dec. 24, 27** and **Dec. 31**.

Managers should confirm with employees the status of their unit's plans to suspend operations or remain open with partial or regular coverage. The list of operations for university departments and campuses during this period is [now available](#). If the status of your department has changed, please notify **Carla Wyckoff** at cwyckof1@kent.edu.

Employee Eligibility

Full- and part-time classified and unclassified employees who normally accrue vacation throughout the year are eligible to receive paid leave for the additional days.

Employees **ineligible** for the paid leave include student employees, classified temporary staff, temporary agency staff, unclassified nine- and 10-month term appointments, short-term unclassified assignments and employees in a lay-off status.

The impact of the holiday schedule for 12-month faculty who accrue vacation is the same as for unclassified employees who accrue vacation.

Recording Time and Pay Guidelines

The following information details how eligible employees will be paid, and how to record time, for the additional days (the days other than the three paid holidays).

- **Classified and unclassified employees not scheduled to work**

Employees who will not be working will be paid for the additional days they are normally scheduled to work. These employees do not need to take vacation or comp. time. However, supervisors of classified employees in this group must enter hours as "University Business" in the Kronos timekeeping system for the additional days. The number of hours entered should correspond to the number of hours the employee is regularly scheduled to work.

- **Unrepresented and represented classified employees required to work**

Employees have two options: receive payment for time worked or take days off in the future.

1. Under the payment option, employees will receive payment at actual time worked, at a rate of 1.5 times the normal hourly rate. Employees should clock in and out as normal. Supervisors must send a list of all employees choosing this option to Payroll@kent.edu no later than 4 p.m. on **Jan. 3, 2011**, and Payroll will make any necessary adjustments. If the list is not received by the **Jan. 3** deadline, no adjustment will be made and the employee will be required to take time off at a later date. Requests for manual checks will not be processed.
2. Under the second option, employees will be paid straight time for actual hours worked and take time off in the future. Employees should clock in and out as normal. Supervisors of employees using Kronos can add the pay code "straight comp" equal to the number of hours worked. This pay code can be added just like you would add a "sick" or "vacation" pay code. The "straight comp" pay code will add the hours worked during the holiday break to

the employee's comp bank to be taken as "comp used" at a later date. All hours worked will be paid as straight time unless the total hours actually worked are more than 40 or the actual holiday is worked (normal overtime rules apply if the holiday is worked).

- **Unrepresented and represented classified employees working partial days**

Employees working partial days should clock in and out for actual hours worked, and the supervisor must enter the remaining hours as "University Business." For example, the normal shift is eight hours, but the employee only works three hours on Dec. 28. The supervisor must enter five hours as "University Business" in Kronos. The payment options listed above for employees required to work will also apply for employees working partial days.

- **Unclassified employees required to work**

Unclassified employees will be given the opportunity to take comparable time off at a later time, as approved by their supervisor.

For more information about recording leave, contact **Tiffany Murray**, HR director, at 330-672-8076; or **Barb Casher**, records manager, at 330-672-8316. If you have Payroll questions, contact **Lisa Heilman**, payroll manager, at 330-672-0987.

December Paychecks

Faculty and unclassified employees with direct deposit who are scheduled to receive their second pay of the month on Dec. 30 will be paid on **Dec. 23**, as was done last December. This only applies to unclassified staff with direct deposit. The Dec. 30 pay for classified employees will remain the same.

All employees — student, classified, unclassified and faculty — who do not have direct deposit will have their paycheck mailed to their home address on **Dec. 29**; it will be mailed to the address listed on your check, so employees should make sure that address is current.

Employees are encouraged to sign up for direct deposit. This can be completed at any time by going to the My HR tab in FlashLine. Once there, click on Employment Details, Direct Deposit, and follow the instructions to enroll. If you have questions, contact the Payroll Office at 330-672-8640.