How-To Guide: Kronos® Timekeeping For Supervisors
What is Kronos®?

The Kronos® electronic timekeeping system is a web-based tool used to track employee leave and attendance. Data is collected three ways:

1. Employees swipe their badges on a time clock
2. Employees use the timestamp function via the application on a desktop computer
3. Supervisors use the web-based timecard to manually enter time worked and accruals taken for their employees

This guide covers the following topics:

- Logging on to Kronos® & Basic Kronos® navigation
- Accessing and editing employee timecards
- Determining employee salary plan and FLSA Status
- Pay Codes
- Adjusting Employee Punches
- Adjusting Duplicate Punches
- Addressing Missed Punches
- Editing Lunch Breaks
- The 7-Minute Rule
- Auditing Punches
- Employee Leave Accruals
- Comments and Notes
- Viewing Previous Periods
- On-call/Call Back Time
- FMLA Leave & Workers’ Compensation Leave
- Standard Payroll Processing
- Approving Timecards
- Reports
- Special Payroll Processing:
  - Early Payroll Processing
  - Weather-related University Closure
  - Football Game Day related events
Logging On to Kronos®

1. In the address bar at the top of the Internet Explorer screen, type
2. Press the “Enter” key. This will pull up the Kronos® logon screen.
3. Type in your User Name and Password where indicated.*
4. Click on the symbol. The QUICKFIND screen will be displayed (see next page).

   ![QuickFind Screen](image)

   **IMPORTANT!**
   Always use a “smart” password:
   - Minimum eight (8) characters
   - Include upper case letters, numbers, and special characters (e.g., %, #, @, etc.)
   - Easy to remember but hard to guess

- The F&S HR staff assigns each supervisor (and/or employee by request) a user name and password. In most cases, the user name will be formatted as follows: [first letter of the employee’s first name + the employee’s full last name]. For example, Ima Knight = iknight. The default password for all employees is “Password.” When you log on to Kronos® for the first time, you will be prompted to change your password.
- **If you forget your password or are locked out of the system**, email the F&S HR Office at FSHR@ucf.edu to reset your password.
Accessing and Editing Employee Timecards

The QUICKFIND Screen
This screen is the gateway to all timekeeping information for your employees. Most of the functions you will use are found under the MY GENIES® tab. A “Genie” is a snapshot of data organized into different views. Genies can provide detail and/or summary information for your employees. This can help you quickly identify exceptions and attendance issues.

1. Click on the MY GENIES® tab to view available options.
2. Scroll down and click to select your desired option.
To view an employee’s timecard:

1. On the **QUICKFIND** screen, type the employee’s name or Employee ID (EmplID) number in the **Name or ID** field.
2. Click on the “**Find**” button.

3. Double-click on the employee’s name to display his/her individual timecard.
If you would like to review each of your employees’ timecards, you can save time by pulling up a list of all of your employees at once instead of one at a time.

1. On the **QUICKFIND** screen, use an asterisk (*) in the **Name or ID** field (the asterisk is there by default).
2. Click on the “Find” button.

A complete listing of your employees will be displayed.
3. To select all employees listed, click on the **Actions** drop-down menu and click on "Select All."

The complete list of your employees will be highlighted in orange.
4. To access and make changes to your employees’ timecards, click on the **Timecard** link at the top left of the screen (see previous page). The timecard for the first listed employee will be displayed.

5. To view the next employee’s timecard, click on the **right-arrow** at the top of the screen (next to the **Name & ID** field).
Determining Employee Salary Plan and FLSA Status (Pay Rules)

The employee’s classification determines how you enter time in Kronos® (see Employment Classifications on page 1). To determine an employee’s classification:

1. While viewing an employee’s timecard, hover the computer cursor over the person’s name.
2. A yellow pop-up box will appear that shows the employee’s Pay Rule in this format:
   **Salary Plan/FLSA Status – Department – Lunchbreak**

<table>
<thead>
<tr>
<th>Code</th>
<th>Salary Plan/FLSA Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORP</td>
<td>A&amp;P Exempt</td>
</tr>
<tr>
<td>ORPUNE</td>
<td>A&amp;P Non-Exempt</td>
</tr>
<tr>
<td>UNE</td>
<td>USPS Non-Exempt</td>
</tr>
<tr>
<td>UEX</td>
<td>USPS Exempt</td>
</tr>
</tbody>
</table>

UNE = USPS Non-Exempt
PP = Physical Plant
30 = 30 minute lunch
ONCALL = on-call status
Salary Plans Defined:

- **University Support Personnel System (USPS) Non-Exempt**
  - Employees in the Non-Exempt classification clock in and out each day, but do not swipe for lunch time. Each pay period, an employee must log 40 hours for Week 1 and 40 hours for Week 2, with a total of at least 80 hours logged for the pay period.

- **University Support Personnel System (USPS) Exempt**
  - USPS employees in the Exempt classification are not required to clock in and out each day. The supervisor is responsible for entering employee leave time for each pay period.

- **Administrative and Professional (A&P) Exempt**
  - Similar to the USPS Exempt classification, these employees are not required to clock in and out each day, and the supervisor is responsible for entering employee leave time each pay period.

- **Administrative and Professional (A&P) Non-Exempt:**
  - Professional employees earning less than the current annual threshold salary for Exempt employment. Employees in this Non-Exempt classification clock in and out each day, but do not swipe for lunch time. For each pay period, an employee must log 40 hours for Week 1 and 40 hours for Week 2, with a total of at least 80 hours logged for the pay period.

- **Other Personnel Services (OPS)**
  - OPS employees are typically student assistants or part-time workers. They are not required to have a set number of hours worked each week like USPS employees, and they do not receive benefits such as paid time off accruals (e.g., annual and sick leave). OPS employees must clock in and out.
## Pay Codes

<table>
<thead>
<tr>
<th>Standard Pay Codes</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Time</td>
<td>Time worked; also use when projecting hours during early payroll processing</td>
</tr>
<tr>
<td>On Call</td>
<td>Documents time when a Non-Exempt employee is required to carry his/her cell phone outside of working hours; on call hours are designated by management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accruals</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>Vacation/personal leave requested in advance, per timeframe noted in <a href="#">F&amp;S Leave Policy</a></td>
</tr>
<tr>
<td>Annual Leave Unauthorized</td>
<td>Employee takes annual leave but does not submit a request within the timeframe noted in the F&amp;S Leave Policy</td>
</tr>
<tr>
<td>Personal Holiday</td>
<td>Eight (8) hours of leave granted to Non-Exempt employees; may only be used in a full 8-hour block. Non-Exempt employees are issued one personal holiday per year.</td>
</tr>
<tr>
<td>Sick Leave Taken</td>
<td>Employee provides notice per the F&amp;S Leave Policy for doctor’s appointments or personal/family medical leave situations</td>
</tr>
<tr>
<td>Sick Leave—Unauthorized</td>
<td>Employee calls in sick, requests time off for a personal or family medical doctors appointment, and does not provide advanced notice per the F&amp;S Leave Policy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Leave</td>
<td>Leave entered for USPS and A&amp;P employees for specified University closures (including, but not limited to, weather conditions/hurricanes and weekday football games)</td>
</tr>
<tr>
<td>Admin Leave Active Duty</td>
<td>Employee is on active military duty and provides orders to the F&amp;S HR Office</td>
</tr>
<tr>
<td>Admin Leave Bereavement</td>
<td>Non-Exempt employees are granted up to two days of administrative leave upon the death of an immediate family member (spouse, grandparents, parents, children, grandchildren, siblings) of the employee or the employee’s spouse. Document in Kronos® the name and relationship of the deceased relative for recordkeeping purposes.</td>
</tr>
<tr>
<td>Admin Leave Veteran Appt</td>
<td>Employee submits paperwork to the F&amp;S HR Office confirming his/her veteran disability status. Such employees are entitled to 48 hours of Administrative leave per calendar year for appointments with the VA related to his/her disability. All documentation should be submitted to F&amp;S HR prior to entering this code.</td>
</tr>
<tr>
<td>Admin Leave Military Training</td>
<td>Employee is required to be out of work for military training; orders must be submitted to F&amp;S HR confirming the absence</td>
</tr>
</tbody>
</table>
## Pay Codes (continued)

<table>
<thead>
<tr>
<th>LWOP</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Without Pay</td>
<td>Code used to document time when all accruals are exhausted</td>
</tr>
<tr>
<td>Leave Without Pay—NCNS</td>
<td>Employee misses work and does not follow call-in procedures (No Call/No Show)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workers’ Comp &amp; FMLA</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Pay (Entered by F&amp;S HR staff)</td>
<td>Employee is injured on the job and receives 40 hours of &quot;DIS&quot; for medical appointments or if s/he needs to be out of work</td>
</tr>
<tr>
<td>FML—FMLA for PS (Entered by F&amp;S HR staff)</td>
<td>Used to track FMLA usage only and does not stipulate leave usage while the employee is on FMLA (e.g., FMLA – Sick)</td>
</tr>
<tr>
<td>FMLA—Sick</td>
<td>Approved FMLA Leave of Absence, when the employee uses sick leave</td>
</tr>
<tr>
<td>FMLA—Annual</td>
<td>Approved FMLA Leave of Absence, when the employee uses annual leave</td>
</tr>
<tr>
<td>FMLA—LWOP</td>
<td>Approved FMLA Leave of Absence, when the employee exhausts all leave accruals</td>
</tr>
<tr>
<td>Worker Comp Taken (Entered by F&amp;S HR)</td>
<td>Employee is injured on the job, is placed out of work, and exhausts the 40 hours of Disability Pay, s/he will receive 5.25 hours Workers’ Compensation pay each</td>
</tr>
<tr>
<td>Worker Comp Sick (Entered by F&amp;S HR)</td>
<td>Employee is on Workers’ Compensation leave and chooses to supplement the 5.25 hours of Workers’ Compensation pay, use this code for 2.75 hours each day</td>
</tr>
<tr>
<td>Worker Comp Annual (Entered by F&amp;S HR)</td>
<td>Employee is on Workers’ Compensation leave and chooses to supplement the 5.25 hours or Workers’ Compensation pay with annual leave after exhausting all Sick leave, use this code for 2.75 hours each day</td>
</tr>
<tr>
<td>Worker Comp LWOP (Entered by F&amp;S HR)</td>
<td>Employee is on Workers’ Compensation leave and exhausts all leave balances, use this code for 2.75 hours each day</td>
</tr>
</tbody>
</table>
**Adjusting Employee Punches**

When an employee works extended hours beyond their normal work shift, the system will often show their out-punch as an in-punch on a separate line. When this occurs, the system will not calculate the employee’s hours worked for that day.

To correct this:

3. Right-click on the punch you want to correct.
4. Click to select “Edit Punch.” The following box will appear:

5. Click the Override drop-down menu and select “Out Punch.”

6. Click OK to close the box.

7. Back on the employee’s timecard, click on the Actions drop-down and select “Calculate Totals” to ensure the time adjusts properly. If the adjustment is correct, click on the “Save” button at the top left of the screen.

If the adjustment is not made, contact F&S HR (FSHR@ucf.edu) for assistance.
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Adjusting Duplicate Punches

If an employee accidentally swipes his/her card twice at a timeclock, the system will show two punches (in/out or vice versa). To correct the timecard, delete the inaccurate punch and add a comment to the correct punch to provide the reason for the deletion.

Addressing Missed Punches

According to the F&S Attendance Policy, if an employee does not swipe in or out for their shift, they are required to inform their immediate supervisor as soon as possible. A missed swipe could be caused by the employee forgetting, a misplaced card, a lost card, or an error with the timeclock. (Note: Timeclock issues should be reported to the F&S IT group.)

The red box on the timecard below indicates a missed punch.

To correct this error:

1. Click the symbol to the left of the line item to insert a new row.
2. Click the Pay Code drop-down menu and select Regular Time.
3. Enter the correct number of hours.
4. Add a detailed comment explaining the situation.
Editing Lunch Breaks

If an employee is set up for an hour lunch, but requests to take a 30 minute lunch on a given day, you can adjust the lunch break in the system by following these steps:

1. Place your cursor over the out punch and “Right Click”
2. The following menu option will appear:
3. Click Edit Punch
4. Click the drop down by Cancel Deduction
5. Select 30-Min-Deduct

The 7-Minute Rule

Punches collected in the Kronos® system to record the start and end of the shift are rounded up after seven minutes. Once the seven-minute threshold is passed, the system rounds time up to the next quarter hour.

Below are examples of the 7-minute rule for an employee assigned an 8:00AM to 4:30PM work shift:
Auditing Punches

All changes made on an employee’s timecard are tracked and recorded in the AUDITS tab at the bottom of the record. This section shows:

- Location of timeclock used
- Name of supervisor adjusting the timecard
- Accruals or punch times added, deleted, or edited

To access and view the audit trail:

1. Click the AUDITS tab.
2. In the Type of Edit drop-down menu, click to select “All.” Full audit details will be displayed.

The F&S HR team conducts random audits on timecards to ensure proper management of timekeeping records. If an employee or supervisor knowingly misrepresents the accuracy of an employee’s time, management will be notified and that employee will be subject to the appropriate disciplinary action.
Checking Employee Leave Accruals

Before entering employee leave time, check to verify the employee has sufficient accruals.

1. Follow the instructions starting on page 7 to pull up the employee’s timecard.
2. At the lower left of the screen, click on the Accruals tab to display the employee’s leave balances.
Entering Employee Leave Accruals

1. Follow the instructions starting on page 5 to pull up the employee’s timecard.

2. In the row for the day during which the employee took leave, click on the down-arrow in the **Pay Code** column to display the **Pay Code** drop-down menu. (Note that for the most part, pay codes are listed in alphabetical order; many of them are for use by the HR/Payroll staff only.)

3. Scroll up/down and click to select the appropriate pay code.

4. Press the “**Tab**” key to move the cursor to the **Amount** column.

5. Type in the amount of leave time (must be in quarter-hour increments, i.e., .25, .50, .75 hours).

6. When finished, click on the “**Save**” button at the top left of the screen.

Note: Special Comp Earned and Overtime Comp Earned accruals must be used prior to annual leave.

**IMPORTANT!**
An employee may only use the amount of accruals necessary to bring their hours up to 40 for the workweek.
Adding Comments and Notes

You may add notes and comments to the Amount, In, or Out fields.

1. Follow the instructions starting on page 7 to pull up the employee’s timecard.
2. Place the cursor in the desired field (Amount, In, or Out).
3. Right-click and select “Add Comment.” The Add Comment pop-up menu will appear.
4. Scroll up/down and click to select the most appropriate comment.
5. To add details regarding the comment selected, click in the Note field.
6. Type in the note and when finished, click on the “OK” button at the bottom of the pop-up screen.
7. Click on the “Save” button at the top left of the screen.

Tips

- Document attendance issues using the comments shown at the right.
- When an employee takes annual leave, you may specify in the Note section when the employee requested the time off. This provides you with a record showing that the employee requested the time off at least five days in advance, per the F&S Leave Policy.
- You can view all Comments and Notes in a specified timeframe by clicking on the Comments tab at the lower left of the screen. (You may specify the timeframe by clicking the Time Period drop-down menu; see next page.)
**Viewing an Employee’s Timecard for a Previous Period**

1. Follow the instructions starting on page 3 to pull up the employee’s timecard.
2. Click to display the **Time Period** drop-down menu.
3. Click to select the desired time period.
4. To specify a date range, click **“Range of Dates”** at the bottom of the drop-down menu.
5. In the **Select Range of Dates** pop-up window that will appear, type in the desired start and end dates and click on the **“OK”** button. (Clicking on the down arrows to the right of the **“Start Date”** and **“End Date”** fields will bring up a calendar from which you can select dates.)
Entering On-call/Call Back Time

On-call time is entered for the number of hours an employee is required to carry the work cell phone outside of working hours. If an employee is called back to work when in On-call status, the employee will automatically receive a minimum of two hours’ time in Kronos® when s/he swipes in.

Per the On-call/Call-back Policy, employees are also entitled to travel time. If the time the employee works is low enough that the automatic two hours covers both time worked and travel time, no additional entry is required. If additional hours are needed to cover travel, you may add a line and enter as Regular Time. Be sure to include a comment noting that the time entry is for travel.

On-call hours plus hours worked must not exceed 24 hours total for a given day. In the example below, the employee was on call Sun., 9/15, for the entire day. The employee was called into work and logged 10 minutes’ time, which is shown as two hours in the Shift column. The supervisor must then manually adjust the On Call Pay Code Amount to 22 hours, as shown.
**Entering FMLA Leave**

An employee must be on approved FMLA leave in order to record time using FMLA Pay Codes.

1. Select the appropriate **FMLA** leave pay code (e.g., FMLA – Sick). Note that the “FMLA—FMLA for PS” code is for the use of F&S HR staff only.
2. Enter the number of hours in the **Amount** column.
3. Click on the “**Save**” button at the top left of the screen.

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**Entering Workers’ Compensation Leave**

After an employee exhausts the initial 40 hours of disability leave, an employee who is injured on the job and placed in a no-work status, or who has a restricted status that the department cannot accommodate, will receive 5.25 hours of workers’ compensation pay per day. The employee may use 2.75 hours of accrued sick or annual leave to obtain a full 8 hours for the day.

Note: The timecard below shows an employee that exhausted all accrued annual and sick leave while out on Workers’ Compensation leave. When this occurs, the employee falls into a **Leave Without Pay** (LWOP) status.
Standard Payroll Processing
Below is an example of the “high priority” email notification you will receive that provides guidelines for keying employee time in Kronos®.

<table>
<thead>
<tr>
<th>Facilities &amp; Safety Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Notification</td>
</tr>
</tbody>
</table>

***Supervisors are responsible for reconciling and approving timecards by the payroll deadline***
Send all payroll related inquiries to FSHR@ucf.edu

Kronos® Attendance Codes
- Sick Leave Unauthorized Taken: When employee takes a sick day without authorization
- Annual Leave Unauthorized Taken: When employee takes time off without authorization
- Leave Without Pay (NCNS): When employee does not report to work or calls to notify you of their absence (NCNS means No Call/No Show)

On-Call Eligibility
- Please be sure employee receiving on-call is eligible for the scheduled assignment(s)

Paid Personal Leave
- Remaining hours must be used before the end of the fiscal year, 06/30/17.

Family Medical Leave (FMLA)
- Facilities HR will upload the “FMLA for PS” pay code in Kronos®. This code does not affect the employees’ actual pay or leave accruals, it is only used for tracking purposes.
- The supervisors’ responsibility is to key leave time for employees on an approved leave of absence (i.e., FMLA-Sick, etc.).
- When an employee is absent from work due to an unscheduled or scheduled FMLA absence, please make sure to enter the appropriate comment in Kronos®:

<table>
<thead>
<tr>
<th>Regular &amp; Salaried</th>
<th>Overage</th>
<th>Absent</th>
<th>FMLA</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Data</td>
<td>FSL - FMLA Sched</td>
<td>FSL - FMLA Approved</td>
<td></td>
</tr>
<tr>
<td>Tue 09/09</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Holidays
- To be eligible for holiday pay, employee must be in “active” pay status either by having worked their entire shift or used leave for 50% of his or her scheduled work day immediately prior to the holiday.
- As of 11/17/16, accruals of Overtime Compensatory Leave and Special Compensatory Leave will no longer be an option for Non-Exempt employees. All hours physically worked in excess of 40 in a work week will be paid as overtime (at time and a half). All hours not physically worked in excess of 40 due to a holiday, personal holiday, or administrative leave will be paid at straight time.

UCF 2017 Holiday Schedule
- New Year’s Day 01/01/17
- MLK 01/16/17
- Memorial Day 05/29/17
- Independence Day 07/04/17
- Labor Day 09/04/17
- Veteran’s Day 11/10/17
- Thanksgiving 11/23/17
- After Thanksgiving 11/24/17
- Christmas 12/25/17
- Early Payroll Deadlines due to holiday and/or system updates: 12/21/16, 01/12/17, 02/09/17, 06/29/17, 11/02/17, 11/15/17, and 12/29/17. Any deviations from this standard guideline will be communicated via email as far in advance as possible.
Additional Reminders:

- OPS and USPS (non-exempt) employees are not missing swipes in Kronos®
- USPS non-exempt have at least a total of 40 hours of time worked and/or leave used each week
- A&P and USPS Exempt employees have all required leave keyed for the pay period
- If employee terminated in the middle of the pay period, please key LWOP for the remainder of the time
- Kronos® Timekeeping Basics for Supervisors:

**Payroll Main Point of Contact**
FISHR@ucf.edu

- **Cristina Reever**
  407-823-6377
  AVP Office

- **Farrah Torres**
  407-823-3245
  Maintenance

- **Annie Brown**
  407-823-1264
  Environmental Health & Safety

- **Liz Harris**
  407-823-2607
  Landscape & Natural Resources

- **Stephanie Santiago**
  407-823-2475
  Housekeeping Services

- **Facilities Planning & Construction**
  Quality Management

- **Reliability & Engineering (WCC)**
  Resource Management

- **Recycling Services**
  Sustainability Initiatives

- **Utilities & Energy Services**
**Approving Timecards**

All timecards (even those for USPS Exempt and A&P employees with no time entered) must be approved after 2:00 p.m. on the Friday following the close of the pay period, and no later than close of business on the following Tuesday. The **immediate supervisor** must approve his/her employees’ timecards. The HR staff is not permitted to approve timecards.

HR will notify supervisors via email to approve timecards and submit adjustment requests. Please review the guidelines within each email prior to emailing requests.

To approve a single employee’s timecard:

1. Follow the instructions starting on page 3 to pull up the employee’s timecard.
2. From the **Time Period** drop-down menu, click to select “**Previous Pay Period**.”
3. Click on the **Approvals** drop-down menu.
4. Click “**Approve**.”
To approve all timecards in bulk:

1. From the **QUICKFIND** screen, click on the “Find” button to list all employees.
2. Click on the **Actions** drop-down menu and choose “Select All.”
3. Click on the **Approvals** drop-down menu.
4. Click “Approve.”
Verifying Timecard Approval

1. From the QUICKFIND screen, click on the MY GENIES® tab.
2. Click on “Pay Period Close.”
3. From the Time Period drop-down menu, click to select “Previous Pay Period.”
4. In the Manager Approval column, a 1, 2, or 3 should be displayed for each employee. If this field is blank, the employee’s timecard has not been approved.
Running Reports

Total Of All Pay Codes: This report lists all employees and their various leave usage in a given time period.

1. From the QUICKFIND screen, click on the MY GENIES® tab.
2. Click on “Total Of All Pay Codes.”
To export this information into an Excel spreadsheet (for tracking purposes), follow these steps:

1. Click the Actions drop-down menu.
2. Click on Export to Excel; a gold pop-up window will appear at the bottom of the screen.
3. Click on the “Open” button to view the report.

**Overtime Listing Report:** Shows the number of hours of Overtime Comp and Overtime Pay Received during a given time period. This report is helpful for budget purposes, to project future overtime requirements, and to ensure employees with remaining overtime comp balances use this time prior to using annual leave.

1. From the QUICKFIND screen, click on the MY GENIES® tab.
2. Click on “Overtime Listing.” The report will automatically sort employees alphabetically. To arrange the Overtime Comp Earned in chronological order, double click on the heading in each column (e.g., “Overtime Comp” or “Overtime Pay”).

Refer to the next page for a sample Overtime Listing Report sorted from highest to lowest.
### Overtime Listing

**Last Refreshed:** 9:34 AM

<table>
<thead>
<tr>
<th>Person Name</th>
<th>Section</th>
<th>Overtime Comp</th>
<th>Overtime Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>LNR</td>
<td></td>
<td>34.0</td>
<td></td>
</tr>
<tr>
<td>Housekeeping Zone 1</td>
<td></td>
<td>20.25</td>
<td></td>
</tr>
<tr>
<td>Housekeeping Zone 3</td>
<td></td>
<td>15.0</td>
<td></td>
</tr>
<tr>
<td>Resource Management</td>
<td></td>
<td>12.0</td>
<td></td>
</tr>
<tr>
<td>Housekeeping Zone 2</td>
<td></td>
<td>12.0</td>
<td></td>
</tr>
<tr>
<td>Emergency Management</td>
<td></td>
<td>11.25</td>
<td></td>
</tr>
<tr>
<td>Maint Zone 6 - Central Shops</td>
<td></td>
<td>9.0</td>
<td></td>
</tr>
<tr>
<td>Housekeeping Zone 6</td>
<td></td>
<td>8.0</td>
<td></td>
</tr>
<tr>
<td>Housing HK - Zone 6</td>
<td></td>
<td>7.75</td>
<td></td>
</tr>
<tr>
<td>Housekeeping Zone 1</td>
<td></td>
<td>7.5</td>
<td></td>
</tr>
<tr>
<td>Lake Nona - HK Svcs.</td>
<td></td>
<td>6.25</td>
<td></td>
</tr>
<tr>
<td>Housekeeping Zone 6</td>
<td></td>
<td>6.25</td>
<td></td>
</tr>
<tr>
<td>Fac and Safety AVP Office</td>
<td></td>
<td>6.25</td>
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<tr>
<td>Housekeeping Zone 4</td>
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<td>5.5</td>
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</tr>
<tr>
<td>Lake Nona - HVAC</td>
<td></td>
<td>5.25</td>
<td></td>
</tr>
<tr>
<td>Housing HK - Zone 3</td>
<td></td>
<td>5.0</td>
<td></td>
</tr>
<tr>
<td>Housing - Maintenance</td>
<td></td>
<td>4.75</td>
<td></td>
</tr>
<tr>
<td>Housing HK - Zone 2</td>
<td></td>
<td>4.25</td>
<td></td>
</tr>
<tr>
<td>Housekeeping Zone 3</td>
<td></td>
<td>4.25</td>
<td></td>
</tr>
<tr>
<td>Lake Nona - HK Svcs.</td>
<td></td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>Reliability &amp; Efficiencies</td>
<td></td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>SEM - Chilled Water</td>
<td></td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>Housing HK - Zone 6</td>
<td></td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>Housekeeping Zone 1</td>
<td></td>
<td>3.25</td>
<td></td>
</tr>
<tr>
<td>Reliability &amp; Efficiencies</td>
<td></td>
<td>3.35</td>
<td></td>
</tr>
<tr>
<td>LNR</td>
<td></td>
<td>3.0</td>
<td></td>
</tr>
</tbody>
</table>
Special Payroll Processing

Early Payroll Processing

When a holiday or other special circumstance occurs, the F&S HR staff will process payroll early. You will receive a “high priority” email notification as a reminder to “project time” for any affected day(s). Below is an example of an email for early payroll processing during a holiday (continued on next page).

Greetings, Supervisors!

Due to the Independence Holiday, UCF will begin processing payroll one day early, on Thursday, June 29th at 8:00 a.m.

Please refer to attached How-To Guide on how to project time for a group of employees in Kronos® in just 5 simple steps. All timesheets must be reconciled and approved no later than 8:00 a.m. on Thursday, June 29th.

<table>
<thead>
<tr>
<th>Employee Class</th>
<th>Project Time on 06/29/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Exempt:</strong></td>
<td>Project “Regular Time” for the amount of hours employee is expected to work or enter leave time, if applicable.</td>
</tr>
<tr>
<td><strong>A&amp;P and Exempt:</strong></td>
<td>Enter leave time, if applicable.</td>
</tr>
<tr>
<td><strong>OPS:</strong></td>
<td>Project “Regular Time” for the amount of hours employee is expected to work.</td>
</tr>
<tr>
<td><strong>On-Call Status:</strong></td>
<td>Employees clocking in <strong>BEFORE</strong> 9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>- Project 6 hours of “Regular Time”. Kronos will automatically calculate 2 hours when employee clocks in.</td>
</tr>
<tr>
<td></td>
<td>Employees clocking in <strong>AFTER</strong> 9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>- Project 8 hours of “Regular Time”. Kronos will not make the 2 hour adjustment.</td>
</tr>
</tbody>
</table>

***Approving Timecards***

All timecards must be approved before HR begins to process payroll. Please approve all timecards no later than 8:00 a.m. on Thursday, June 29th. By clicking approve, you are verifying that you have reviewed the timecard and the timecard is accurate. Please refer to the Kronos Timekeeping Basics for Supervisors Guide for instructions on how to approve timecards.
Projecting Time for Group of Employees

The procedures for projecting time for a group of employees is included in the email notifications for early payroll processing. The procedure for projecting time in bulk as followed:

1. From the QUICKFIND screen, click the drop down next to Time Period and select CURRENT PAY PERIOD.

![Image](image)

2. Click on FIND to access the select group of employees.
3. Click ACTIONS then select the employees by highlighted individually or selecting all
4. Click AMOUNT, then select ADD
5. Complete the information in the dialog box (see below). (Pay Code, Amount, Effective Date, and Comment)

![Image](image)

6. Select OK
   Once you click OK, you may go back through the timesheets to confirm accuracy.
Weather-Related University Closure

University regulation UCF 3.035 states that the President of Designee may close all or part of the university upon the occurrence of an emergency which affects operations. In the event the campus closes due to a weather-related emergency, Administrative Leave is granted to USPS, A&P and Faculty employees, who are unable to attend their scheduled shift.

- **USPS and A&P employees (both Exempt and Non-Exempt):** Enter time as Administrative Leave and add a Comment/Note indicating that the leave is for a weather-related university closure.
- **OPS employees are not eligible for Administrative Leave.** OPS employees do not typically work during weather-related campus closures, although there are a few exceptions.

To document time for Essential USPS and A&P Non-Exempt employees who are required to work during the closure:

- Employees should clock in and out using timeclocks. If an employee does not use a timeclock, follow the procedures for Addressing Missed Punches.
- Enter Administrative Leave for the normal work shift that fell during the closure period.
- Enter FEM – FEMA Hours for the number of hours the employee worked for preparation or post clean up due to the weather-related emergency. This code is used for tracking purposes only.

Sample Timesheets: University closed from 5:00 p.m. on Thurs., 10/5, through midnight on Sat., 10/8

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>Shift</th>
<th>Daily</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 10/6</td>
<td></td>
<td>8.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 10/7</td>
<td></td>
<td>3.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 10/8</td>
<td></td>
<td>4:15PM</td>
<td></td>
<td>10:15PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13.0</td>
</tr>
<tr>
<td>Sat 10/9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13.0</td>
</tr>
<tr>
<td>Sun 10/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13.0</td>
</tr>
<tr>
<td>Mon 10/11</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>21.0</td>
</tr>
<tr>
<td>Tue 10/12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>29.0</td>
</tr>
<tr>
<td>Wed 10/13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>37.0</td>
</tr>
<tr>
<td>Thu 10/14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>45.0</td>
</tr>
</tbody>
</table>

This non-exempt employee’s regular shift is M-F, 3:30 p.m. – 12:00 a.m. The employee worked 5 hours during the closure.

1. Enter 8 hours Administrative Leave since this was a work day for the employee.
2. Enter 5 hours FEM – FEMA Hours to track the hours worked. **NOTE:** FEMA Hours do not replace Regular Time hours worked. FEM – FEMA Hours are documented in Kronos for tracking only (similar to the use of the FML – FMLA for PS pay code used to track FMLA usage).
3. Total hours for the week = 45. All 45 hours will be paid at the employee’s regular hourly rate. Because the employee did not physically work more than 40 hours in the week, overtime pay does not apply.
II.

This timecard is for an exempt employee (USPS or A&P) who worked 15 hours during the university closure. Since exempt employees do not receive overtime pay, the only action required is to enter the 15 hours using the FEM – FEMA Hours pay code.

With departmental approval, the employee may be granted flex-time (within the same pay period). Each department is responsible for tracking flexible hours worked by exempt employees.

III.

This OPS employee worked 15 hours on Friday during the university closure (the employee should swipe in and out using the timeclocks). Enter the FEM – FEMA Hours pay code to track the hours worked during the closure.
Football Game Day Related Events

Note: In 2017, UCF will hold 1 weekday Football Game that will require the University to close early. The email from Campus News is located below.

-----Original Message-----
From: ucfempl-all Distribution List [mailto:UCFEMPL-ALL@LISTSERV.CC.UCF.EDU] On Behalf Of Campus News
Sent: Tuesday, June 20, 2017 11:29 AM
To: UCFEMPL-ALL@LISTSERV.CC.UCF.EDU
Subject: Weeknight Football Game, Aug. 31

---
Subject: Weeknight Football Game, Aug. 31 Submittad for: Grant J. Heston, Vice President, Communications & Marketing

UCF's opening home football game will be played at 6 p.m. Thursday, Aug. 31, against Florida International University and will be broadcast on CBS Sports Network.

Classes on the main campus, in the Central Florida Research Park, at the Rosen College of Hospitality Management and on UCF's regional campuses will conclude at 1 p.m. Offices at those locations also will close for normal operations at 1 p.m. in order to allow adequate time for a smooth transition to game day activities, which will begin at 2 p.m.

Faculty members who have classes in progress at 1 p.m. may choose to conduct the portions of those sessions that come before that time.

Some staff members will be required to work past the time when the university closes. Please speak with your supervisor about how your area will handle operations after 1 p.m.

UCF will re-open for normal operations, including regular class and activity schedules, at 6 a.m. Friday, Sept. 1.

We will communicate more details about the Aug. 31 game day in the coming weeks.

UCF's six other home football games are scheduled on Saturdays and on the Friday after Thanksgiving, when the campus is closed.

I encourage you to join me at Spectrum Stadium this fall to cheer on our Knights. Faculty and staff members are eligible to receive 20 percent off of the cost of football season tickets and can use the convenient payroll deduction. To order season tickets, call 407-823-1000.
Non-Essential Game Day Employees:

Example # 1 – Employee does not work during University closure (Day Shift)

The University closes at 1:00pm on 8/31 for the UCF Football Game. This employee works his/her normal schedule and clocks out at 1:00pm when the university closes. The employee’s normal work shift is Monday – Friday 7:00am – 3:30pm

You would take the following steps:

1. Enter 2.5 hours of Administrative Leave to cover the time the employee was supposed to work, but could not, due to the early closure.

This employee will be compensated as follows:

<table>
<thead>
<tr>
<th></th>
<th>Regular Rate</th>
<th>Overtime Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>40.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Week 2</td>
<td>40.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Example # 2 – Employee does not work during University closure (Evening Shift)

The University closes at 1pm on 8/31 for the UCF Football Game. The employee’s normal work shift is Monday – Friday 3:30pm – 12:00am.

You would take the following steps:
1. Enter 8 hours of Administrative Leave to cover the time the employee was supposed to work, but could not, due to the early closure.

This employee will be compensated as follows:

<table>
<thead>
<tr>
<th></th>
<th>Regular Rate</th>
<th>Overtime Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>40.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Week 2</td>
<td>40.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Example # 3 - Employee does not work during University closure (Night Shift)

The University closes at 1pm on 8/31 for the UCF Football Game. The employee’s normal work shift is Monday – Thursday 8:30pm – 7:00am (10 Hour Shift). The University closes at 1:00pm on 8/31 and will re-open on 9/1 at 6:00am.

You would take the following steps:
1. Enter 3.5 hours of Administrative Leave on 8/31 to cover the time between 8:30pm and midnight.
2. Enter 5.5 hours of Administrative Leave on 9/1 to cover the time between midnight and 6:00am when the University opens (less the lunch break).
3. Since the University re-opens 1 hour before the employee’s normal shift will end, you as the supervisor may allow the employee to make up the time in week 2, or use Annual Leave as requested. (Annual Leave Taken shown in timesheet example below).
4. Since this is a 10 hour shift employee, they will also need to make up time or use Annual Leave due to the Labor Day Holiday on 9/7. (Annual Leave Taken shown in timesheet example below)

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>In</th>
<th>Transfer</th>
<th>Shift</th>
<th>Daily</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu 8/24</td>
<td></td>
<td></td>
<td>12:00AM</td>
<td>7:00AM</td>
<td></td>
<td></td>
<td></td>
<td>6.5</td>
<td>6.5</td>
<td>6.5</td>
</tr>
<tr>
<td>Fri 8/25</td>
<td></td>
<td></td>
<td>8:30PM</td>
<td>12:00AM</td>
<td></td>
<td></td>
<td></td>
<td>6.5</td>
<td>6.5</td>
<td>6.5</td>
</tr>
<tr>
<td>Sat 8/26</td>
<td></td>
<td></td>
<td>12:00AM</td>
<td>7:00AM</td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>10.0</td>
</tr>
<tr>
<td>Sun 8/27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>10.0</td>
</tr>
<tr>
<td>Mon 8/28</td>
<td></td>
<td></td>
<td>12:00AM</td>
<td>7:00AM</td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>10.0</td>
</tr>
<tr>
<td>Tue 8/29</td>
<td></td>
<td></td>
<td>8:30PM</td>
<td>12:00AM</td>
<td></td>
<td></td>
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<td>3.5</td>
<td>10.0</td>
<td>13.5</td>
</tr>
<tr>
<td>Wed 8/30</td>
<td></td>
<td></td>
<td>12:00AM</td>
<td>7:00AM</td>
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<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>20.0</td>
</tr>
<tr>
<td>Thu 8/31</td>
<td></td>
<td></td>
<td>8:30AM</td>
<td>12:00AM</td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>20.0</td>
</tr>
<tr>
<td>Fri 9/1</td>
<td>Administrative Leave</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 9/2</td>
<td></td>
<td></td>
<td>12:00AM</td>
<td>7:00AM</td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>30.0</td>
</tr>
<tr>
<td>Sun 9/3</td>
<td></td>
<td></td>
<td>8:30PM</td>
<td>12:00AM</td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>20.0</td>
</tr>
<tr>
<td>Mon 9/4</td>
<td></td>
<td></td>
<td>12:00AM</td>
<td>7:00AM</td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>20.0</td>
</tr>
<tr>
<td>Tue 9/5</td>
<td></td>
<td></td>
<td>8:30PM</td>
<td>12:00AM</td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>20.0</td>
</tr>
<tr>
<td>Wed 9/6</td>
<td></td>
<td></td>
<td>12:00AM</td>
<td>7:00AM</td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>20.0</td>
</tr>
<tr>
<td>Thu 9/7</td>
<td></td>
<td></td>
<td>8:30PM</td>
<td>12:00AM</td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>20.0</td>
</tr>
<tr>
<td>Fri 9/8</td>
<td></td>
<td></td>
<td>12:00AM</td>
<td>7:00AM</td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>20.0</td>
</tr>
<tr>
<td>Fri 9/1</td>
<td>Annual Leave Taken</td>
<td>5.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>40.0</td>
</tr>
<tr>
<td>Fri 9/1</td>
<td>Annual Leave Taken</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>20.0</td>
</tr>
<tr>
<td>Mon 9/4</td>
<td>Annual Leave Taken</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>56.5</td>
</tr>
<tr>
<td>Mon 9/4</td>
<td>Labor Day</td>
<td>8.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>64.5</td>
</tr>
<tr>
<td>Tue 9/5</td>
<td></td>
<td></td>
<td>8:30PM</td>
<td>12:00AM</td>
<td></td>
<td></td>
<td></td>
<td>3.5</td>
<td>60.0</td>
<td>63.5</td>
</tr>
<tr>
<td>Wed 9/6</td>
<td></td>
<td></td>
<td>12:00AM</td>
<td>7:00AM</td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>70.0</td>
</tr>
<tr>
<td>Wed 9/6</td>
<td></td>
<td></td>
<td>8:30PM</td>
<td>12:00AM</td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>80.0</td>
</tr>
<tr>
<td>Thu 9/7</td>
<td></td>
<td></td>
<td>12:00AM</td>
<td>7:00AM</td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>90.0</td>
</tr>
<tr>
<td>Thu 9/7</td>
<td></td>
<td></td>
<td>8:30PM</td>
<td>12:00AM</td>
<td></td>
<td></td>
<td></td>
<td>10.0</td>
<td>10.0</td>
<td>100.0</td>
</tr>
</tbody>
</table>

This employee will be compensated as follows:

<table>
<thead>
<tr>
<th>Week</th>
<th>Regular Rate</th>
<th>Overtime Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>40.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Week 2</td>
<td>40.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Example #4 – Non-Essential Employee works during University closure (Evening Shift)

The University closes at 1:00pm on 8/31 for the UCF Football Game. The employee’s normal work shift is Monday – Friday 3:30pm – 12:00am

You would take the following steps:
1. Enter 8 hours of Administrative Leave to cover the time during the early closure that fell during the employee’s normal schedule.

This employee will be compensated as follows:

<table>
<thead>
<tr>
<th></th>
<th>Regular Rate</th>
<th>Overtime Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>48.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Week 2</td>
<td>40.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Justification:
This employee is entitled to 8 hours of Administrative Leave because his/her normal shift fell during the hours the University is closed. The Administrative Leave is causing the employee to exceed 40 hours for week 1. However, the employee only physically worked 40 hours, so he/she is not entitled to Overtime Pay (time and ½), but he/she will receive the additional 8 hours at the regular hourly pay rate.
Example # 5 – Non-Essential Employee worked during the University closure and took an annual leave day

The University closes at 1:00pm on 8/31 for the UCF Football Game. This employee’s normal work schedule is Monday – Friday 8:00am – 4:30pm.

He/she worked their normal schedule on 8/31, but took an annual day on 8/25.

You would take the following steps:
1. Enter 3.5 hours of Administrative Leave on 8/31 to cover the time during the employee’s schedule that the university is closed (from 1pm – 4:30pm).
2. Reduce the Annual Leave Taken on 8/25 to 4.5 hours to ensure the leave does not allow the employee to exceed 40 hours for the week.

This employee will be compensated as follows:

<table>
<thead>
<tr>
<th></th>
<th>Regular Rate</th>
<th>Overtime Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>40.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Week 2</td>
<td>40.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Justification:
This employee is entitled to 8 hours of Administrative Leave because his/her normal shift fell during the hours the University is closed. You would reduce the Annual Leave usage on 8/25 so the leave usage doesn’t push the employee over 40 hours for the week.
Example # 6 – Employee called in sick the day of the Football Game (Day Shift)

The University closes at 1:00pm on 8/31 for the UCF Football Game. This employee’s normal work schedule is Monday – Friday 8:00am – 4:30pm. However, this employee called in sick the day of the early closure on 8/31.

You would take the following steps:

1. Enter 4.5 hours of Sick Leave-Unauthorized Taken to cover the hours from 8:00am – 1:00pm (less lunch breaks)
2. Enter 3.5 hours of Administrative Leave to cover the hours between 1:00pm when the University closed and the employee’s normal shift ends.

Be sure to add a comment into Kronos regarding the full instance of unauthorized (not pre-approved) Sick Leave.

This employee will be compensated as follows:

<table>
<thead>
<tr>
<th>Week</th>
<th>Regular Rate</th>
<th>Overtime Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>40.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>40.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Justification:
Employees who call out sick on Game Day, must use sick leave for the hours the university is open and may only be given Administrative Leave hours for the period of the closing (less break). Since the University closes as 1pm, this employee is still entitled to 3.5 hours of Administrative Leave.
Example # 7 - Employee called in sick the day of the Football Game (Evening Shift)

The University closed at 1:00pm on 8/31 for the UCF Football Game. This employee’s normal work schedule is Monday – Friday, 3:30pm – 12:00am. However, this employee called in sick the day of the early closure on 8/31.

You would take the following steps:

1. Enter 8 hours of Administrative Leave on 8/31.

Be sure to add a comment into Kronos regarding the full instance of unauthorized (not pre-approved) Sick Leave.

This employee will be compensated as follows:

<table>
<thead>
<tr>
<th></th>
<th>Regular Rate</th>
<th>Overtime Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>40.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Week 2</td>
<td>40.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Justification:
Employees who call out sick on Game Day, must use approved leave for the hours the university is open and may only be given Administrative Leave hours for the period of the closing (less break). Since the University closed at 1pm and the employee’s work schedule is 3:30 – 12:00am, the employee is entitled to 8 hours of Administrative Leave. You may choose to add an additional line on 8/31 to indicate Sick Leave Unauthorized of zero hours to document the employee’s instance on his/her attendance record.
Essential Game Day Employees:

Example # 8: Early Closure Due to Weekday Game
The University closed at 1:00pm on 8/31 for the UCF Football Game and re-opens at 6:00am on 9/1. This employee’s normal work schedule is Monday – Friday, 7:00am – 3:30pm. This game day essential employee works from 7:00am on 8/31 to 1:00am on 9/1 in support of football game functions.

Article 8.2 (c) of the AFSCME CBA goes into play in this scenario:
C. In work weeks where the university closes during a weekday for the purpose of hosting a UCF football game, and an employee specifically works for the UCF football game, Administrative Leave hours during an employee’s regular scheduled shift shall count as hours worked for the purposes of calculation of overtime.

You would take the following steps:
1. Enter Administrative Leave for the number of hours within the university closure that fall within the employee’s regular shift. In this case, the employee would receive 2.5 hours of Administrative Leave from 1:00pm – 3:30pm (less lunch breaks if applicable)
2. Enter Administrative Leave for the hours worked during the university closure. In this case you would provide 8.5 hours to cover the time from 1pm – midnight. Then, you would enter 1 hour of Administrative Leave to cover the hours worked on 9/1 from midnight to 1:00am.

This employee will be compensated as follows:

<table>
<thead>
<tr>
<th></th>
<th>Regular Rate</th>
<th>Overtime Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>48.50</td>
<td>11.00</td>
</tr>
<tr>
<td>Week 2</td>
<td>41.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Justification:
The 2.5 hours of Administrative Leave are counted as hours worked (Regular Time) for the purpose of calculating overtime. Therefore, he/she will be paid 11 hours of Overtime Pay in week 1. In week 2, the employee physically worked 41 hours and the 1 hour of Administrative leave will be paid out at the regular rate.
Example #9: Football Games During Holiday Pay weeks:

In the event a football game falls in the same pay week as a holiday, and an employee works the football game, the holiday hours will count as Regular Time for purposes of calculating overtime. In 2017, this will apply to the following pay periods:

- PPE 11/16/2017:
- PPE 11/30/2017:
  - Day after Thanksgiving, 11/24/2017. Football Game 11/24/2017

Article 8.2 (b) of the AFSCME CBA goes into play in this scenario:

B. Hours worked on university-recognized holidays will be considered as time worked for purposes of calculation of overtime. In work weeks where a holiday occurs, and an employee specifically works for a UCF football game, holiday paid hours shall count as hours worked for the purposes of calculation of overtime.

The timesheet below shows the employee working 11.50 hours for the 11/11/2017 football game.

This employee will be compensated as followed:

<table>
<thead>
<tr>
<th>Week</th>
<th>Regular Rate</th>
<th>Overtime Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>40.00</td>
<td>0.0</td>
</tr>
<tr>
<td>Week 2</td>
<td>40.00</td>
<td>11.50</td>
</tr>
</tbody>
</table>

Justification:

Although the employee only physically worked 3.5 hours over 40, the 8 hours for the Veteran’s Day Holiday are considered Regular Time for the purpose of calculating overtime pay. Therefore, the full 11.50 hours will be paid out at the overtime rate.
Important Information regarding Administrative Leave eligibility:

- **Workers Compensation** - Employees who are on Worker’s Compensation will continue to utilize the same process of using Workers Compensation hours. Administrative Leave is not given for Game Day to replace any leave hours since these employees are not scheduled to work.

- **Full Leave of Absences (LOA)** – Employees who are on an approved leave of absence (i.e. an official Leave of Absence form has been submitted and approved by Central HR) will continue to use the leave hours based on their approved leave of absence. Employees on an approved LOA are not eligible for Administrative Leave since they are not scheduled to work or be at work on Game Day.

- **Other Absences on Game Day** – Employees who are absent on Game Day due to approved leave or who call out sick on Game Day, must use approved leave for the hours the university is open and may only be given Administrative Leave hours for the period of the closing (less break). You may utilize the Sick Leave Unauthorized and Annual Leave Unauthorized pay codes indicating zero hours in order to track the attendance instance.

**USPS Exempt and A&P Exempt Tracking Process for Game Day Payroll:**
Send Cristina Rever an email (with Director Approval) indicating the number of hours worked by the employee during the football game. Cristina Rever will upload the hours into the employees accrual balance in Kronos for the employee to use as flex time throughout the football season. When your employee requests to utilize this flex time, you will add the Game Day Exempt Time Taken pay code on the given day. This code is used for tracking purposes only and it does not transfer into PeopleSoft.

Note: USPS Exempt and A&P Exempt employees are not automatically provided flex time for working additional hours over 40. Flex time is contingent upon departmental requirements and requires approval by management and/or Director.