

## Payroll

**Purpose**

The purpose of the Schedule Guidelines is to ensure consistent processes for schedule tracking and documentation for CSU Humboldt State employees. This document contains definitions and clarifications to help colleges, departments, administrators and employees understand what schedules are, when documentation is necessary and where to get more detailed information.

**Standard State Work Schedule**

Each pay period contains 21 or 22 normal workdays. Normal work days are Monday through Friday, including holidays during the work week. The work week is Sunday to Saturday. Beginning and ending dates of each pay period are defined by the California Department of Finance. Most employees work the standard State work schedule, Monday through Friday, 8 hours per day.

**Flexible Work Schedules**

A “flexible” work schedule is a temporary change in the way the hours in the work week will be worked. An employee may submit a written request to the appropriate administrator for this type of change. This change requires advanced approval by the appropriate administrator. Flexible work schedules should be for short periods only (no more than a semester).

**Alternate and/or Compressed Work Week Schedules**

“Alternate” work week schedules are typically 8 hour day schedules on days that are outside the standard State work schedule. An example of an alternate work week schedule is Sunday – Thursday, 8 hours per day.

“Compressed” work schedules are standard hours worked over a compressed number of days in the respective work week period. Compressed patterns include 4/10, 9/80, and 3/12 work schedules and may require a one or two week work period.

**Exempt vs. Non-Exempt**

The FLSA Status is used to indicate whether a job is exempt or non-exempt according to the Fair Labor Standards Act. All employees associated with a particular job will receive that job’s FLSA Status. The FLSA Status field indicates whether a Job Code/Salary Grade is subject to overtime according to the Fair Labor Standards Act. The FLSA requires that non-exempt employees be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

**Work Schedule Documentation**

Employee work schedules that deviate from the standard State work schedule (Monday – Friday 8 hours/day) must have approval in advance from their appropriate administrator. Documentation for these approved schedules must be on file in Payroll prior to the effective date of the alternate and/or compressed work week schedule. This is to ensure that employees earn the correct compensated time such as Additional Day Off, Holiday Credit, Excess Hours or other compensation due them based on

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their respective Collective Bargaining Agreement. Non-faculty, part time employees that do not deviate from the standard State work schedule (Monday – Friday, same number of hours worked on each day) are not required to submit a Notice of Work Schedule form. A Standard State Schedule Matrix has been created to help part time employees and departments know what is the standard State work schedule based on the employee’s time base. Non-faculty, part time employees on an alternate and/or compressed work schedule (do not work the same number of hours Monday - Friday) are required to submit a Notice of Work Schedule form.

The form required to change or update a work schedule is the Notice of Work Schedule and can be found on the forms website. This form should be signed by the Department Administrator, the employee and the Dean/Director of the area where the employee works. This form is necessary to change the employee to an alternate and/or compressed work schedule and to return the employee to the standard State work schedule. This form is also used to document an employee’s work schedule that differs from the standard campus schedule (e.g. when an employee’s work schedule is the standard work schedule 5/8 M-F while the rest of the campus is adhering to the negotiated summer work schedule).

## Changing Work Schedules

Schedule changes should be made at the beginning of a State pay period. Exceptions to this are by Vice President approval only. Reasons for work schedule changes include special projects, organizational business needs, or reasonable accommodations.

Employees must be notified when a permanent work schedule is changing. The notification period depends on the collective bargaining agreement of the employee. Department Administrators are responsible for complying with the notification requirements and will sign the Notice of Work Schedule form that this notification has occurred as specified in the employee’s collective bargaining agreement. The signed Notice of Work Schedule form will be the written notification and will be stored in the employee’s Payroll file. If the notification period is being waived, the employee should initial the statement stating this on the form. This form is necessary to change the employee to an alternate and/or compressed work schedule and to return the employee to the standard State work schedule.

<b>Collective Bargaining Agreement</b>	<b>Notification Period (# of days)</b>	<b>Verbal and/or Written Notification</b>
Unit 1 – UAPD Unit 6 – SETC Unit 8 – SUPA	14 days	Written
Units 2,5,7,and 9 – CSUEU Unit 4 – APC	21 days	Verbal and/or Written

Refer to the appropriate Collective Bargaining Agreement for additional information about when and how notice should occur.

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## Leave Accruals and Usage

Beginning with the September 2012 pay period, all leave accrual and usage will be tracked in the Absence Management Self Service (AMSS) system for all staff, management and faculty. This allows for employees to enter their own leave information and allows for online approvals by the appropriate administrator. This includes vacation, sick, personal holidays and any other time that was previously tracked on the absence report. Absences should be charged according to the number of hours an employee is normally scheduled to work on a particular day. The Absence Report form may still be used when Payroll determines it is necessary. Employees are responsible for monitoring their own leave accruals and usage. AMSS allows employees, their college/department and their appropriate administrator access to view/monitor leave details and balances.

## Holidays

*Holiday Credit/Holiday Pay/Additional Day Off*

**SUPA – Unit 8:** Represented Employees are entitled to holiday time off in an amount equal to their normal work day when the employee's regularly scheduled work day off falls on the day a holiday is observed. If an employee works on the day a holiday is officially observed, the employee is paid an overtime rate at one and a half times their normal rate of pay for each hour actually worked on a holiday in addition to their normal pay. "Holiday Credit" should be used or paid out within one year of the Holiday Credit being earned.

**All others:** If an employee works an alternate and/or compressed work schedule and the holiday is observed on a regularly scheduled work day off, the employee should be entitled to a day equal to their normal work day. The timeframe in which the employee can take the alternate day off extends from 90 to 180 days from the date of the holiday observance, pursuant to the respective Collective Bargaining Agreement.

All hours of the employee's regularly scheduled work shift should be included for the holiday observance, even when a portion of the shift is worked on a calendar day that is not the observed holiday. Holiday observance is based upon consecutive hours scheduled for that work shift. The holiday observance should not be based upon hours scheduled over two separate shifts in the same calendar day.

## Months Off

Employees on 10/12 and 11/12 pay plans must complete a "No Leave Taken" (formerly "No Time Taken") entry in AMSS during the full month(s) off. This should be entered by the employee in AMSS prior to the employee leaving for their month(s) off. Prior to changing an employee's month off, contact the Employment office about possible impacts on pay and appropriate required documentation.

## Shift Differential

Work shifts that are subject to shift differential provisions are:

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- **Evening (Swing)**: A work shift of which at least four or more hours fall between 6:00p.m. and midnight.
- **Night (Graveyard)**: A work shift of which at least four or more hours fall between midnight and 6:00 a.m.

*Certifying Shift/Differential*

Certify shift differential for qualified salaried and hourly employees working evening or night shifts by reporting the hours under the appropriate shift code on the Shift Differential/Special Pay form. Refer to the appropriate Collective Bargaining Agreement for additional shift/differential information.

## Excess Hours

Non-exempt employees on alternate and/or compressed work schedules shall be paid for all hours worked in the pay period in excess of the standard state pay period. Employees will not be paid for excess hours worked in a pay period when an equal or greater deficit balance exists. Excess hours for a standard pay period will be calculated by the Absence Management system based on the employee work schedule. Hours in excess of the standard pay period are paid (all units except Unit 8) each pay period based on the employee's work schedule (unless applied to deficit balance). Pay for the employee should issue from the State Controller's Office approximately 10 days after the request is received in the Payroll office.

## Deficit Hours

Non-exempt employees who have deficit hours in a given pay period may carry these deficit hours forward. Deficit hours for a standard pay period will be calculated by the Absence Management system based on the employee work schedule. These deficit hours shall be offset by excess numbers of hours (credits) worked in a subsequent pay period.

## Annual Reconciliation of Deficit Hours

The campus is required to reconcile employee deficit hours at least once each calendar year in January. When reconciling an employee's deficit hours through December 31st, the affected employee may use available leave credits (Vacation, CTO, Holiday Credit, and/or Personal Holiday) to offset the deficit balance, or the campus must establish an accounts receivable, as appropriate, if no leave credits are available to offset the deficit.