

**Pittsburg State University  
Human Resource Services  
Interoffice Memorandum**

**Memo To:** Department Timekeepers  
**From:** Diane Letner  
**Date:** 10/14/09  
**Subject:** **Holiday Payroll Deadlines and Pay Dates for 2009 and 2010**

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The Holiday season is upon us once again. When a holiday falls on a critical payroll processing day, HRS has to move up payroll deadline dates because Topeka needs the information sooner. In order to meet Topeka's deadlines, we must ask departments to enter Time and Leave early in IBM and release time through the GUS system, if applicable, on an earlier date. Please note that Time and Leave is just the beginning of the payroll processing and we **cannot** make exceptions for **late** entries during this time. Please make notes of the deadlines for those folks in your department so that they will be aware of these dates. Any supplements processed at a later time will not be received on a regular payday.

Key payroll deadlines and pay dates for this 2009-2010 holiday season are listed **on the back of this memo**. Please note these dates on your calendar and notify employees in your department as needed.

Wednesday, November 11, 2009, is a designated State of Kansas Holiday, however it is a regularly scheduled work day for Pittsburg State University. Therefore employees who work are compensated as follows:

Unclassified, Exempt employees, paid a bi-weekly rate, *who accrue annual leave* and who work on Veteran's Day, Wednesday, November 11, 2009, will be eligible for compensatory time off at the rate of time (1.0) for time (1.0) worked to be used at a later time. Please see example of time and leave reporting using the **HCF** code. If an Unclassified, Exempt employee, *who accrues leave*, does not work on Veteran's Day, the employee must report leave for that day and does not earn compensatory time.

Classified and Unclassified Non-Exempt employees, paid hourly and accrue annual leave and who work on the Veteran's Day holiday, Wednesday, November 11, 2009, will be eligible for compensatory time or compensation at one and one-half times the hours worked on the holiday. Attached are examples of time and leave reporting for the Veteran's Day State of Kansas Holiday and credit using the *additional HCP/HDP* codes for employees who work that day. *Usually* employees prefer earning the comp time hours to then be used during the Winter Break.

Please note that eligible employees who have not yet used the **2009 Discretionary Holiday** officially have until Saturday, December 26, 2009, to use it. Keep in mind that Friday, December 25, 2009, is the Christmas Holiday and no additional leave time needs reported that day. The employee's electronic or paper pay stub will show the DDY/DDE if it has not been used. Also, the new 2010 Discretionary Day will be available to use beginning Sunday, December 27, 2009 and would be eligible for use during the Winter Break.

*All employees must report appropriate leave during the Winter Break.*

Thanks again for your assistance with payroll. Contact Diane Letner (x. 4096 or email "dletner") if you have questions about these deadlines or dates. Information regarding time entry for holidays may also be found under *Payroll Information* on the HRS Website <http://www.pittstate.edu/office/hr/payroll-information/reporting-time-worked-index.dot>

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