

Time Reporting for Extra Days Off - November 24 and December 27-30, 2021

Lori Scott Dreiling <ldreiling@pittstate.edu>

Wed 11/17/2021 5:46 PM

To: Contact List 189 <payroll@pittstate.edu>

Good evening. Here is the information you will need to report time for November 24 and December 27-30, 2021.

For the five extra days off this year (November 24, December 27-30), campus will be closed so time should be reported as follows:

Hourly employees without benefits (including students and graduate assistants) will not be working and will not receive any compensation during that time. They should not report any hours as they are not working. Line managers need to watch this carefully to make sure no hours are reported on those five days.

Hourly employees with benefits should report "Admin Leave" for the hours they would have normally worked.

Hourly employees that do work on any or all of those five extra days will report time worked as "Reg." They will earn comp time equal to the number of hours actually worked.

IMPORTANT: Line Managers of employees working on any or all of those five extra days will need to email a list of names of those employees to payroll@pittstate.edu as soon as possible.

Salaried employees do not need to do anything. No special reporting is required.

If you need additional assistance or have further questions, please email payroll@pittstate.edu. That will be the fastest and easiest way to reach us. Thank you!

Sincerely,

Lori Scott Dreiling
Director, Human Resource Services
Pittsburg State University
ldreiling@pittstate.edu
(620) 235-4188
#oagaag #gopitt

All HR services are available remotely. The Human Resource Services office will have on-site services available from 8:00 A.M. to Noon and 1:00 P.M. to 4:30 P.M., Monday through Friday. Appointments are recommended so that we may serve you better. Contact us at payroll@pittstate.edu.