

## Time Reporting for November 25<sup>th</sup> and December 28<sup>th</sup>-31<sup>st</sup>

For the five extra days off this year (November 25, December 28-31), 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](mailto:payroll@pittstate.edu) as soon as possible.

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

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