Holiday Compensatory Time

Updates to time reporting in myGate

New Codes Added to Time Sheet

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jun 17,2017	Sunday Jun 18,2017	Monday Jun 19,2017
Regular Bi-weekly Pay	1	0	37.5		Enter Hours	Enter Hours	Enter Hours
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	37.5		Enter Hours	Enter Hours	7.5
Holiday Worked	1	0	0		Enter Hours	Enter Hours	Enter Hours
Holiday Comp Time Earned	1	0	18		Enter Hours	Enter Hours	2
Holiday Comp Time Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours
Death in Family	1	0	0		Enter Hours	Enter Hours	Enter Hours
Excused w/pay	1	0	0		Enter Hours	Enter Hours	Enter Hours
Excused w/o pay	1	0	0		Enter Hours	Enter Hours	Enter Hours
Unexcused w/o pay	1	0	0		Enter Hours	Enter Hours	Enter Hours
Total Hours:			93		0	0	9.5
Total Units:				0	0	0	0

Position Selection   Comments   Preview   Previous

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Recording Holiday Compensatory Time

- For hours worked on a university holiday (in addition to holiday pay) an employee may choose pay at the employee's regular hourly rate or holiday compensatory time off at the regular rate of pay for each hour worked based on supervisor approval

- New earnings codes have been added to the employee time sheet in myGate to assist in tracking time earned and taken

Recording Holiday Compensatory Time

- If the employee chooses to receive compensatory time instead of holiday worked pay and it is approved by their supervisor they will need to enter it on their time sheet so that banner can record the time earned

- Time earned must be used within 90 days otherwise it will be paid out to the employee

Select the link under a date to enter hours or days. Select

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

Earning	Shift	Default Hours or
Regular Bi-weekly Pay	1	
Vacation Pay	1	
Sick Pay	1	
Holiday Pay	1	
Holiday Worked	1	
Holiday Comp Time Earned	1	
Holiday Comp Time Taken	1	
Military Leave	1	
Jury Duty	1	
Death in Family	1	
Excused w/pay	1	
Excused w/o pay	1	
Unexcused w/o pay	1	
Total Hours:		
Total Units:		

Position Selection	Comments	Preview	Previous

Record Holiday Compensatory Time on the day it is earned as "Holiday Comp Time Earned"

Record Holiday Compensatory Time on the day it is used as "Holiday Comp Time Taken"

Holiday Comp Time balance will appear in the Employee's leave details in myGate

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💬 Select the link under the Type of Leave column to access detailed information.

List of Leave Types

TYPE of Leave	Hours or Days Available	Beginning Balance	Earned as of Jul 05,2017	Taken as of Jul 05,2017	Available Balance as of Jul 05,2017
Bereavement	Hours	-22.50	.00	.00	-22.50
Holiday Comp Time	Hours	18.00	.00	.00	18.00
No Time Taken	Hours	12.00	.00	.00	12.00
Other	Hours	-40.50	.00	.00	-40.50
Sick	Hours	68.02	.00	.00	68.02
Sick Bank	Hours	.00	.00	.00	.00
Vacation	Hours	107.26	.00	.00	107.26

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Example 1: Holiday Worked Pay

- Employee A is required to work 5 hours on July 4th and decides that he wants to receive pay for those hours worked. His normal work schedule is 7.5 hours per day. He will record the following on his time sheet:
  - 7.5 hours Holiday Pay for 7/4/17
  - 5.0 hours Holiday Worked for 7/4/17

Example 2: Compensatory Time

- Employee B is required to work 5 hours on July 4th and decides that he wants to bank compensatory time for the hours worked. His normal work schedule is 7.5 hours per day. He will record the following on his time sheet:
  - 7.5 hours Holiday Pay for 7/4/17
  - 5.0 hours Holiday Comp Time Earned for 7/4/17

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Example 2: Compensatory Time (cont.)

- Employee B, after receiving approval from his supervisor, leaves early on Friday and uses his compensatory time earned. He will report the following on his time sheet:
  - 2.5 Hours Regular Bi-weekly Pay for 8/18/17
  - 5.0 Hours Holiday Comp Time Taken for 8/18/17

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Use of Compensatory Time

- Holiday compensatory time must be used within 90 days of being earned

- Supervisor and employee will be notified when time is paid out to employee and their leave balance is adjusted

Questions?

- Questions regarding the holiday policy should be directed to Human Resources x2156.
- All questions related to time reporting should be directed to the Payroll Office x4175.