

Holiday Compensatory Time

Updates to time reporting in myGate



New Codes Added to Time Sheet

MURRAY STATE

Time Sheet

Employee Information:
Employee ID: []
Title and Number: []
Department: []
Time Sheet Period: []
Submit By Date: []

Pay Rates:
Regular Bi-weekly Pay: 37.5
Sick Pay: 1
Vacation: 0

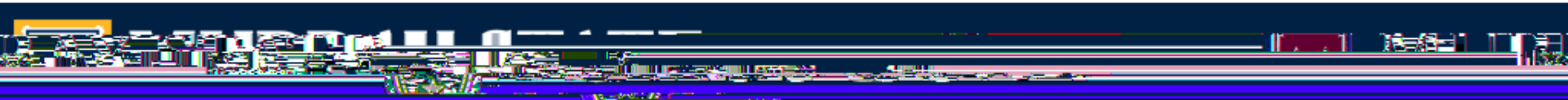
Category	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1	0	0	0	0	0	0	0	0
Holiday Camp Time Earned	1	0	0	0	0	0	0	0	0
Holiday Camp Time Taken	0	0	0	0	0	0	0	0	0
Unexcused w/o pay	0	0	0	0	0	0	0	0	1
Total Hours:	9.5	0	0	0	0	0	0	0	0

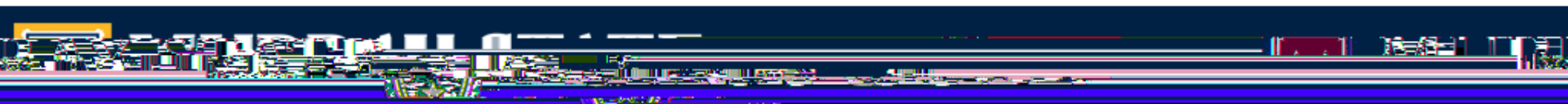
Buttons: Position Selection, Comments, Preview, Previous

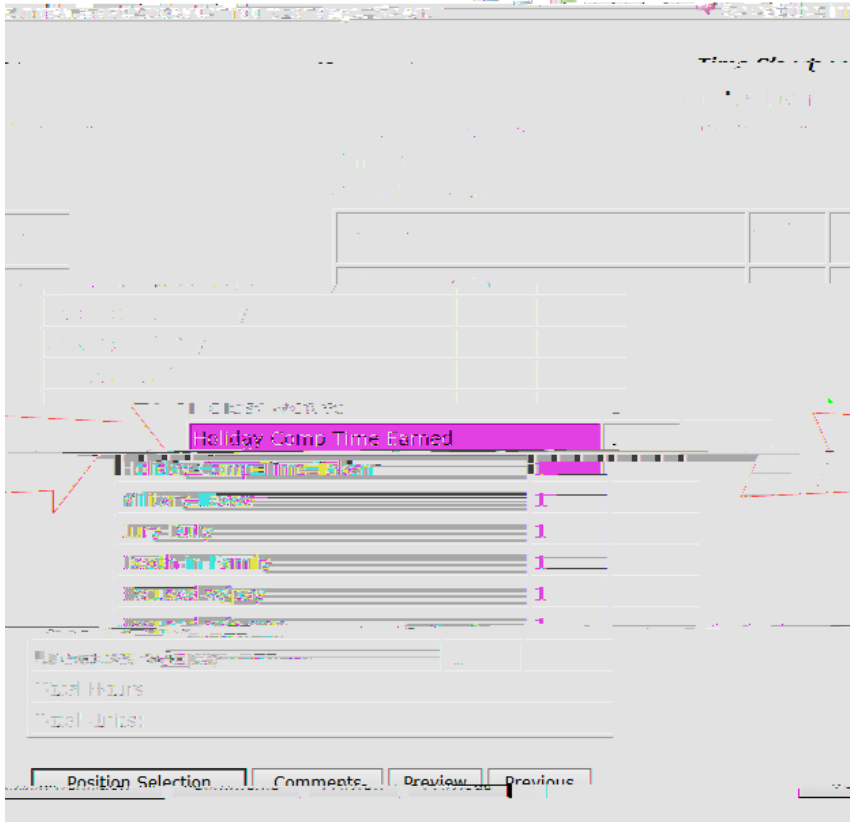
Recording Holiday Compensatory Time

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

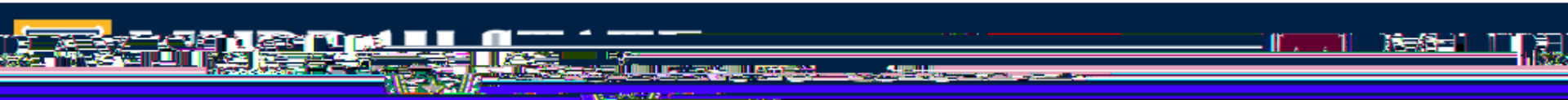
New earnings codes have been added to the employee time sheet in myGate to assist in tracking time earned and taken

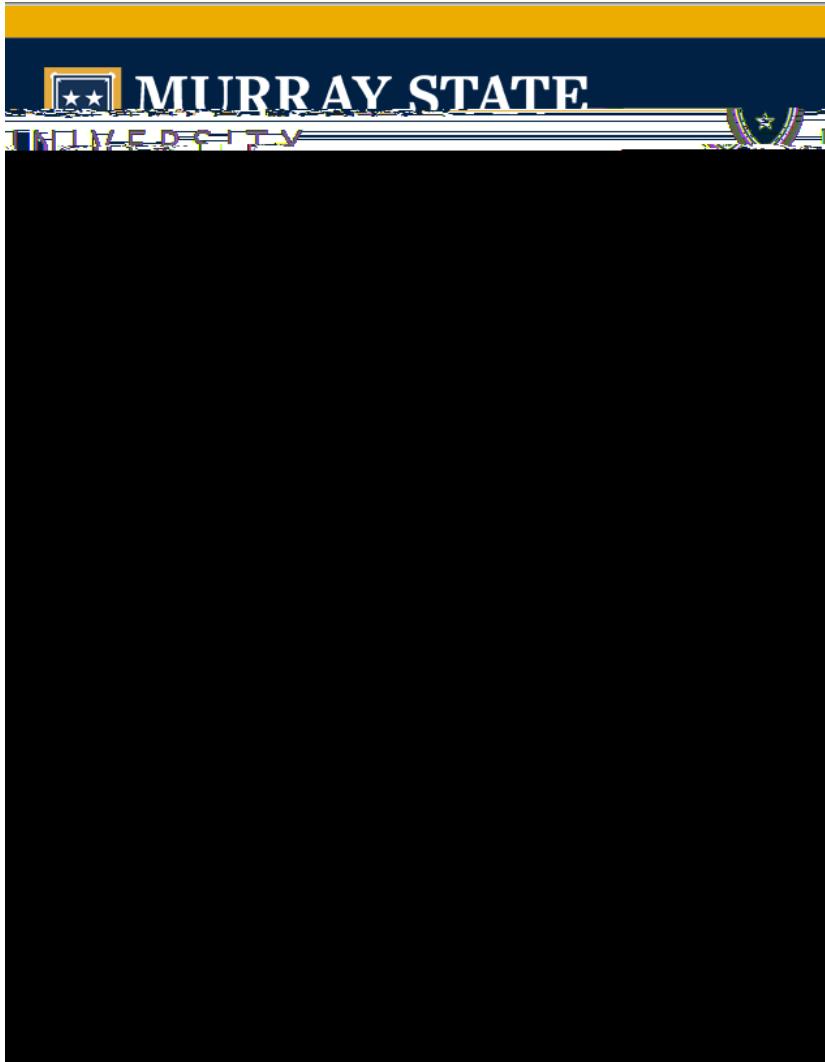






Record Holiday
Compensatory
Time on the day it
is earned as
" Holiday Comp
Time Earned"





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

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

List of Leave Types

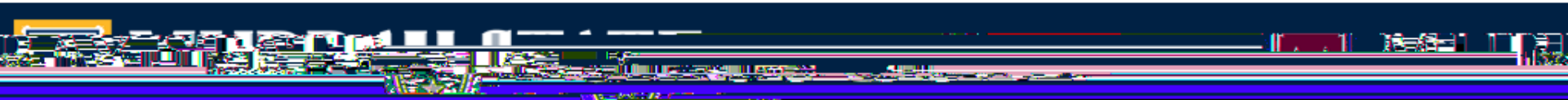
Comp Time Hours	Balance	Available	Used	Type of Leave	Hours
18.00	0.00	18.00	0.00	Holiday	18.00
.00	.00	12.00	0.00	No Time Taken	12.00
.00	.00	-40.50	0.00	Other	-40.50
.00	.00	68.00	0.00	Sick	68.00

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

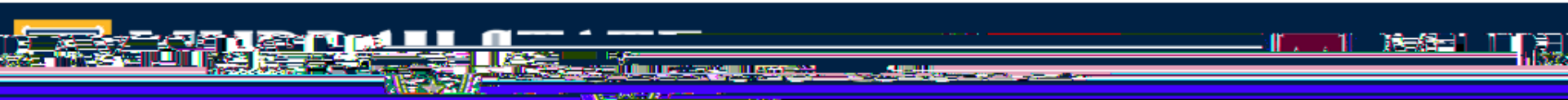


Example 2: Compensatory Time (cont.)

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

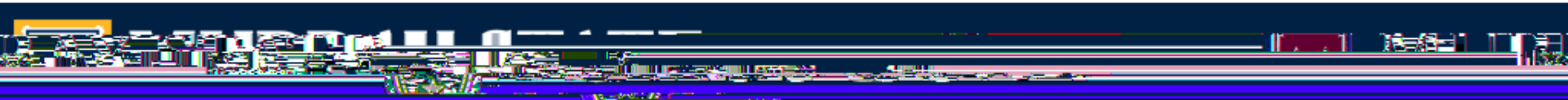
5.0 Hours Holiday Comp Time Taken for 8/18/17



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.

