



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

Timekeeping Guidance Due to University Closure

The University’s Tallahassee and Panama City campuses were closed beginning Tuesday, October 9, 2018. The Tallahassee campus resumed normal business operations on Monday, October 15, 2018. Below is guidance on handling timekeeping and managing hours worked due to this closure. The Panama City campus remains closed at this time and we are unable to determine when it will resume normal operations. A separate communication will be distributed with specific guidance for employees at the Panama City campus.

When and why does FSU provide Administrative Leave for the closure?

The purpose of Administrative Leave (Admin Leave) for University closures is to compensate employees who are prevented from working due to the closure. Full-time salaried employees (USPS, A&P, Executive Service, and Faculty) who work on the Tallahassee main campus location that was closed from October 9, 2018, through October 12, 2018, may receive up to 32 hours of Administrative Leave for pay period I (Pay period I: October 5, 2018 through October 18, 2018). Part-time employees shall be granted a proportionate number of hours based on their FTE. Departments and employees will need to enter Administrative Leave on their timesheets, with the override code CLOSE.

What does this look like for different types of A&P/USPS employees?

• Workweek and Campus Closure:

- The University closure for the Tallahassee main campus occurred over the course of two workweeks. The closure from Tuesday, October 9, 2018 through Thursday, October 11, 2018 occurred during the first week of pay period I; the closure on October 12, 2018, occurred during the second week of pay period I. Full-time employees will generally be provided 24 hours of Administrative Leave in the first week of the pay period and 8 hours of Administrative Leave in the second week.

• Straight Time Comp for A&P Nonexempt and USPS:

- A&P nonexempt and USPS employees who worked during the first week of the pay period are eligible to earn up to 24 hours of Straight Time Comp Earned (see example below). A nonexempt employee who worked more than 40 hours during the workweek is eligible for overtime compensation. USPS exempt employees who worked more than 40 hours during the workweek are eligible for compensation in the form of compensatory leave or pay at their straight hourly rate.

Select Another Timesheet

*View By Previous Week Next Week

*Date

Scheduled Hours 40.00 Reported Hours 46.00 Punch Timesheet

Elapsed Timesheet example of an employee who worked 6 hours on 10/10/18

From Friday 10/05/2018 to Thursday 10/11/2018							Total	Time Reporting Code	Override Reason
Fri 10/5	Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11			
					6.00		6.00	Straight Time Comp Earned - REGCE	Q + -
8.00			8.00				16.00	Regular Hours Worked - REGHP	Q + -
				8.00	8.00	8.00	24.00	Administrative Leave Taken - ADMHT	CLOSE Q + -

Submit

- A&P nonexempt and USPS employees are only required to work 32 hours during the second week of the pay period. If the department requires the employee to work more than 32 hours during the

second week of the pay period, then hours worked between the 32nd and 40th hours will be Straight Time Comp Earned (maximum of 8). See example below. A nonexempt employee who worked more than 40 hours during the workweek is eligible for overtime compensation. USPS exempt employees who worked more than 40 hours during the workweek are eligible for compensation in the form of compensatory leave or pay at their straight hourly rate.

Select Another Timesheet

*View By: Week
 *Date: 10/12/2018
 Scheduled Hours: 0.00
 Reported Hours: 41.00

Previous Week Next Week
 Previous Employee

Punch Timesheet example for an employee who worked 33 hours during the second week of the pay period

From 10/12/2018 to 10/18/2018

Add Comments	Day	Date	Reported Status	In	Out	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Override Reason	Date
	Fri	10/12	Approval In Process								Administrative Leave Taken - ADMHT	8.00	0.0000	CLOSE	10/12
	Sat	10/13	New										0.0000		10/13
	Sun	10/14	New										0.0000		10/14
	Mon	10/15	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:30:00PM			8.50	Regular Hours Worked - REGHP		0.0000		10/15
	Tue	10/16	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:30:00PM			8.50	Regular Hours Worked - REGHP		0.0000		10/16
	Wed	10/17	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked - REGHP		0.0000		10/17
	Thu	10/18	Approval In Process								Straight Time Comp Earned - REGCE	1.00	0.0000		10/18
			Submitted	8:00:00AM	12:00:00PM	1:00:00PM	4:00:00PM			7.00	Regular Hours Worked - REGHP		0.0000		10/18

Submit Clear

- **Straight Time Comp for A&P Exempt Employees**

- A&P exempt who physically worked on days that the University was closed and worked more than the required number of hours during the work week will be eligible for Straight Time Comp (maximum of 8 hours per day).

What is the process for requesting a payout of compensatory leave earned?

A&P and USPS employees who earn compensatory leave during the closure will have the option to request a payout of the compensatory leave earned during the campus closure. The amount paid out will only be for hours worked during the campus closure which occurred from October 9, 2018, through October 12, 2018. If a payout is not requested, they may use the leave in accordance with University policies. Employees requesting payouts must submit a completed and approved [Payout Compensatory Leave Form](#). Please ensure this is submitted to Attendance & Leave by Wednesday, October 24, 2018.

What are some other common questions?

- **Employees with Approved Annual or Scheduled Sick Leave:** An employee who was scheduled for leave during the closure period will be granted Administrative Leave and will not be required to record sick or annual leave during the closure.
- **Employees Who Were Unable to Report to Work before the Closure or after the University Reopened:** Supervisors who have employees unable to report to work as a result of Michael should be generous in approving annual leave. In the event the employee depletes their annual leave balance, please refer to policy *OP-C-7-E1.4 (b) Advanced Annual Leave for Natural Disasters*.
- **Employees Who Were Not in Pay Status Prior to the Closure:** Employees who are out on continuous leave without pay and were not in partial pay status the day before the closure (10/8/18) will not be granted Administrative Leave.
- **Employees Who Had a Fully Executed Offer of Employment Effective during the Closure:** The hire date will remain unchanged as outlined in the offer letter. The new employee will be granted Administrative Leave from the hire date through the reopening of the University. Offers of employment that were not fully executed should have a hire date effective on or after the University reopened.

Other Time Reporting Examples

Workers' Compensation

Since most employees are receiving compensation from Workers' Comp for approximately 2/3 of their wages, their Administrative Leave should be proportional (approximately 1/3). See example below:

Fri 10/5	Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	
5.25			5.25	5.25	5.25	5.25	Workers Comp – WKCHT
2.75			2.75				Sick Leave Taken – SKCHT
				2.75	2.75	2.75	Administrative Leave - CLOSE

Family and Medical Leave

If the employee is on continuous or intermittent FMLA, do not report FMLAT for the Administrative Closure. The following is an example of an elapsed timesheet during the second week of the pay period. The corresponding leave code can be sick leave, vacation leave, straight time compensatory leave used, overtime compensatory leave used, or leave without pay:

Fri 10/12	Sat 10/13	Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	
			8	8	8	8	Family Medical Leave Taken - FMLAT
8							Administrative Leave - CLOSE
			8	8	8	8	Sick Leave Taken – SKCHT

What do I do with OPS Employees?

Per University Policy, OPS employees are not eligible to receive Administrative Leave for the closure.

- **OPS Nonexempt Employees** (paid for time worked) do **not** receive Admin Leave for closures. Only the hours actually worked should be reported on the timesheet.
- **OPS Exempt Employees** (Grad Assistants and Adjuncts) do **not** report time on their timesheets and do **not** receive Admin Leave for closures. If the employee is funded during the closure period, their compensation for the week will be unaffected by the closure.

What about employees on remote campuses?

The number of Admin Leave hours for A&P or USPS employees at remote campus locations are governed by the duration of any closures in their areas. When the University is closed at the main campus, it does not necessarily mean that remote campuses are closed. Similarly, when remote campuses are closed, the main campus may not be affected. Normally, the closure of the main campus would include employees working in the Leon County area for purposes of natural disasters.

Questions? Please contact an [HR Attendance & Leave representative](#).