



Timesheet Refresher

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Compensation Changes

- Call-out pay changes
 - Call-out Pay
 - Call-out Supplementary Pay

Call-Out Pay

Personnel Policies and Procedures

POLICY 3-7 ADJUSTMENTS TO PAY BASED ON EMPLOYMENT ACTION

Section 3-7-3 Call-Out Pay

Eligibility:

- Non-exempt employees
- Requires employee to report to a Town facility or worksite
- Occurs one hour after shift or more than two hours before scheduled shift OR less than 24 hours notice for shift coverage.

Call-Out Pay

- Begins at time of call-out, including travel time to and from.
- Minimum of two hours pay each time called-out or pay for actual hours worked, whichever is greater.
- Call-out pay is reported on your time sheet when the time of the call out is less than two hours. Call out pay is the difference between the hours worked and 2 hrs. and should never be more than 1.75 hrs.
- The rate of call-out hours will be paid at time and a half through either weekly overtime or call-out supplementary pay.
- If call-out does not result in overtime pay, (reported as weekly overtime) then the employee is eligible for Call-Out Supplementary Pay for actual hours worked on call-out.

Call-Out Supplementary Pay

- A supplement to regular rate of pay of one-half times the employee's regular base rate of pay
- Applies **only** when call-out pay does not cause employee to work over 40 hours in a work week (causing employee to receive overtime pay).
 - Example: holiday week or vacation/MTO week
 - **One exception to this:** if overtime hours do not account for all hours worked on call-out Employee called-out for 5 hours, but ends up working 43 hours. Enter 3 hours in overtime and 2 hours in call-out supplementary pay.
- Shift coverage with less than 24 hours notice

Call-out Pay v. Call-out Supplementary Pay

- In MUNIS “Call-Out Pay” entry will be difference between hours worked and 2 hours. Enter actual hours worked in Regular hours and the difference in “Call-Out Pay”
 - If worked 1 hour on call-out, enter 1 hour in regular hours and 1 hour in “Call-Out Pay” to receive payment for total of 2 hours of work.
- In MUNIS “Call-Out Supplementary Pay” will be used only when hours on call-out does not cause employee to work over 40 hours in a week
 - There should never be “overtime” and call-out supplementary pay unless call-out hours are not accounted for in overtime.

Enter time

ACCOUNTING ASSOCIATE

Adding 82.50 from 10/10/2022 to 10/20/2022

Copy from previous week

Save for later

Submit

Sep 2022	Nov 2022	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total
prior week	next week	10/15	10/16	10/17	10/18	10/19	10/20	10/21	
150 - REGULAR HOURLY				9	8	8	8		33
Hours 1 Activity 21 (CALL-OUT) FLSA period Current week Edit Delete									
Hours 8 FLSA period Current week Edit Delete									
Hours	Activity	Notes	FLSA period						
<input type="text"/>	<input type="text"/>	<input type="text"/>	Current week	Add line item					
200 - OVERTIME 1.5									



Holiday Pay

- Personnel Policies and Procedures Policy 3-6
- Compensation Administration Administrative Directive
- Distinction between Holiday Pay and Holiday Supplementary Pay
- Distinction between Actual Holiday and Observed Holiday
- Examples



Holiday Pay and Holiday Supplementary Pay

- Holiday Pay: Compensation for paid Town-approved holidays, paid for the number of hours an employee is regularly scheduled to work at one times the employee's regular base rate of pay, plus any special assignment pay.
 - Holiday Pay hours are added on day of Town-approved holiday
- **NEW:**
- Holiday Supplementary Pay: A supplement to pay, paid for the number of hours a non-exempt employee works on an Actual Holiday at one-half times the employee's regular base rate of pay, plus any special assignment pay.
 - Holiday Supplementary Pay hours are added on Actual Holiday



Holiday Pay - Distinction between Actual Holiday and Observed Holiday

- Actual Holiday: The date of an actual holiday beginning at 12:01 AM on the date of the actual holiday.
- Observed Holiday: A Town-approved holiday observed during the standard work week (Monday-Friday) when the actual holiday occurs on a Saturday or Sunday.
- Only receive Holiday Supplementary Pay for hours worked on Actual Holiday



Holiday Pay and Holiday Supplementary Pay and Observed Holiday and Actual Holiday

Dec 2021	Feb 2022	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total
prior week	next week	1/1	1/2	1/3	1/4	1/5	1/6	1/7	
352 - HOLIDAY PAY									
353 - HOLIDAY PAY									
355 - HOLIDAY SUPPLEMENTARY HRS 0.5									
386 - LEAVE WITHOUT PAY (HOURLY)									
805 - SHIFT DIFFERENTIAL									



Before and After for hours worked on an Observed Holiday

Previous Policy

- Regular Rate of Pay for hours worked
 - Includes special assignment pay
- Holiday Pay – payment for regular shift hours for holiday
 - Add hours in MUNIS to Observed Holiday

Policy Effective 1/1/2022

- Regular Rate of Pay for hours worked
 - Includes special assignment pay
- Holiday Pay – payment for regular shift hours for holiday
 - Add hours in MUNIS to Observed Holiday

Before and After for hours worked on an Actual Holiday

Previous Policy

- Regular Rate of Pay for hours worked
 - Includes special assignment pay
- Holiday Pay – payment for regular shift hours for holiday
 - Add hours in MUNIS to Observed Holiday

Policy Effective 1/1/2022

- Regular Rate of Pay for hours worked
 - Includes special assignment pay
- Holiday Pay – payment for regular shift hours for holiday
 - Add hours in MUNIS to Observed Holiday
- **Holiday supplementary pay for hours worked on actual holiday**
 - **one-half times the employee's regular base rate of pay, plus any special assignment pay**

2022 Payroll and Holiday Schedule

2022 Holiday Schedule		
Holiday	Actual Holiday *	Observed Holiday **
New Year's Day	Saturday, January 1	Monday, January 3
Civil Rights Day / MLK Day	Monday, January 17	Monday, January 17
President's Day	Monday, February 21	Monday, February 21
Memorial Day	Monday, May 30	Monday, May 30
Independence Day	Monday, July 4	Monday, July 4
Labor Day	Monday, September 5	Monday, September 5
Veteran's Day	Friday, November 11	Friday, November 11
Thanksgiving Day	Thursday, November 24	Thursday, November 24
Day after Thanksgiving	Friday, November 25	Friday, November 25
Christmas Eve	Saturday, December 24	Friday, December 23
Christmas Day	Sunday, December 25	Monday, December 26
New Year's Eve	Saturday, December 31	Friday, December 30

* **Actual Holiday** - Eligible for "Holiday Supplemental Pay"

** **Observed Holiday** - Eligible for "Holiday Pay"

Example: Pay for hours worked on Actual Holiday

If an employee who makes \$20.00/hour and regularly works 8 hour shift works 8 hours on an Actual Holiday, the employee will receive Holiday Pay, the employee's Regular Base Rate of Pay, plus Holiday Supplementary Pay.

8 hours Holiday Pay (8 x \$20.00=\$160.00) +
8 hour Regular Base Rate of Pay (8 x \$20.00=\$160.00) +
8 hours Holiday Supplementary Pay (8 x \$10.00=\$80.00)
= \$400 TOTAL for hours worked on Actual Holiday

Example: Pay for hours worked on Observed Holiday

If an employee who makes \$20.00/hour works 8 hours on an Observed Holiday, the employee will receive Holiday Pay, plus the employee's Regular Base Rate of Pay.

8 hours Holiday Pay (8 x \$20.00 = \$160.00) +
8 hours Regular Base Rate of Pay (8 x \$20.00 = \$160.00)
= \$320 TOTAL for hours worked on Observed Holiday

Example: Pay for hours worked on Observed Holiday

8 hours worked on Observed Holiday (1/3/22)	Payment for hours worked on Observed Holiday
8 hours Holiday Pay (\$20.00/hour)	\$160.00 +
8 hours Regular Rate of Pay (\$20.00/hour)	\$160.00 +
16 hours combined hours	\$ 320.00

Select from dropdown list	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL
	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	
150 - Regular Hours			8.00	8.00	8.00	8.00	8.00								40.00
200 - Overtime Pay															0.00
353 - Holiday			8.00												8.00
355 - HOLIDAY SUPPLEMENTARY HOURS															0.00
TOTAL															48.00

Example: Pay for Shift that begins on Actual Holiday and ends on Observed Holiday with Shift Differential

If an employee who makes \$20.00/hour begins 8 hour shift at 10:00 PM on Sunday, December 25, 2022 (Actual Holiday) and shift ends at 6:00 AM on Monday December 26, 2022 (Observed Holiday) will receive Holiday Pay, Regular Base Rate of Pay, 2 hours of Holiday Supplementary Pay and 8 hours of Shift Differential Pay.

8 hours Holiday Pay for Observed Holiday on 12/26/22 ($8 \times \$20.00 = \160.00) +

8 hours Regular Base Rate of Pay ($8 \times \$20.00 = \160.00) +

2 hours Holiday Supplementary Pay for hours worked on Actual Holiday 12/25/22 ($2 \times \$10.00 = \20.00) +

8 hours Shift Differential Pay ($8 \times \$1.15 = \9.20) =

= \$349.20 TOTAL for hours worked both on Actual Holiday and Observed Holiday

Example: Pay for Shift that begins on Actual Holiday and ends on Observed Holiday with Shift Differential

8 hour shift beginning on Actual Holiday (Sunday, December 25, 2022) at 10:00 PM	Observed Holiday (Monday, December 26, 2022)	Payment for hours worked and Holiday Pay:
8 hours Regular Rate of Pay (\$20.00/hour)		\$ 160.00 +
2 hours Holiday Supplementary Pay (\$10.00/hour)		\$ 20.00 +
8 hours Shift Differential Pay (\$1.15/hour)		\$ 9.20 +
	8 hours Holiday Pay (\$20.00/hour)	\$160.00
18 hours	8 hours	\$349.20

Select from dropdown list	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	12/24	12/25	12/26	12/27	12/28	12/29	12/30
150 - Regular Hours		8.00					
200 - Overtime Pay							
353 - Holiday			8.00				
355 - Holiday Supplementary H		2.00					
805 - Shift Pay Hours		8.00					



Questions?