

THE UNIVERSITY OF MICHIGAN
PAYROLL OFFICE
G395 Wolverine Tower - Low Rise
3003 S. State St.
Ann Arbor, Michigan
48109-1279

December 1, 2008

December Paydays

The **last biweekly payday in December** will be Friday, December 19, 2008 (pay period November 30th through December 13th), per the normal biweekly schedule.

The **December monthly payroll** will be distributed on Tuesday, December 23, 2008 (earlier than the normal schedule). **Special Payment Forms** should be received by the Payroll Office no later than Friday, December 12th for your monthly employees. **Monthly Sponsored Research Time Reports** for the December 23, 2008 monthly payroll are due at the Payroll Office no later than 10am, Wednesday, December 17th. For **electronic and self-service time entry departments**, the "Electronic Timekeeper and Approver Deadline" is 10am on Thursday, December 18th.

January 2, 2009 Biweekly Payday

The **first biweekly payday in January** will be Friday, January 2, 2009 (pay period December 14th through December 27th). The timesheets for this pay period will be printed and mailed on Friday, December 5th (four days earlier than normal). Due to the upcoming holidays/season days, **campus biweekly time reports** for this pay date should be turned in by 2pm on Tuesday, December 23rd, if possible. Final pick-up of time reports from the six drop box locations will be on Wednesday, December 24th at 10am. All biweekly time reports are due at the Payroll Office no later than 10am on this day. **Special Payment Forms** should be received by the Payroll Office no later than Tuesday, December 23rd for your biweekly employees. For **electronic and self-service time entry departments**, the "Electronic Timekeeper and Approver Deadline" is 10am on Tuesday, December 30th. If your unit is closing for the holidays/season days, please plan accordingly to meet this cutoff.

Payroll Office December Holiday Hours

The Payroll Office will be open through:	3pm, Wednesday, December 24, 2008
Closed:	Thursday, December 25, 2008 through Thursday, January 1, 2009
Reopen:	Friday, January 2, 2009

(over)

2008/2009 HOLIDAY AND SEASON DAY GUIDELINES

A. Full-Time Employee-40 hours:

Full-time regular employees (P/A, Office, Allied Health, Technical) who work 8-hour shifts receive 8 hours of holiday pay on Dec. 25th (Christmas) and Jan. 1st (New Years Day) using the Time Reporting Code HOL. In addition to the 8 hours of Holiday pay (Code HOL), if a non-exempt biweekly employee works on a holiday, he/she receives premium pay at time and one-half (Time Reporting Code OTP) for all hours worked. Exempt monthly P/A's will receive straight-time pay (Time Reporting Code OTR) for all hours worked on a holiday in addition to the 8 hours of Holiday pay (Code HOL).

B. Part-Time Regular Employee (less than 40 hours) and Flex-Schedule Employees:

Will receive holiday pay equal to **the greater of:**

- 1) The number of hours normally scheduled per week divided by five (5), or
- 2) The number of hours normally scheduled for that day.

C. Bargained-For Employees: See Union contracts.

D. Season Day Pay (Excluding Health Systems Staff in the "Paid Time Off" Plan – PTO)

- 1) **Season Days for 2008 include December 26, 29, 30, and 31.** A full-time **eligible** employee is entitled to 32 hours of Season Day pay (Time Reporting Code SEA). To be eligible, staff members must be on the active payroll (not on a Leave of Absence) during the designated Season Days. A part-time employee is entitled to a pro-rated number of hours, based on their appointment fraction. For example, an employee with a 50% appointment would be entitled to 16 hours of Season Day pay (32 Season hours x 50% = 16 hours).
- 2) For employees **required to work** on a Season Day (Dec. 26, 29, 30, and 31) use the Time Reporting Code SEW–Season Day Worked. This time will be added to the employee's vacation or PTO accrual.
- 3) For units that are a 24/7 operation and have employees who are required to work during the period between Christmas and New Year's, you have the option to declare any four regular work days between November 15th and January 19th as Season Days (Time Reporting Code SEA). Hours used after January 19th should be coded using a vacation or PTO code. No memos are accepted for unused Season hours.

An employee who has substituted a Season Day and is absent from work during the period between Christmas and New Years will have their time recorded as follows:

- a. The scheduled work day between Christmas and New Years will be recorded as a Season Day, and
- b. The substituted day that was previously recorded as a Season Day will be recorded as a Vacation or PTO day.

NOTE: The total hours of Code SEA (Season Day) and Code SEW (Season Day Worked) cannot exceed the Season Time allowed for an employee.