How to Enter Time - Hourly Administrative Leave

Description: Administrative Leave is declared at the discretion of campus presidents and applies individually to each campus. Each period of administrative leave will have a designated starting and ending period clearly communicated by Human Resources. Administrative Leave is compensated at straight pay. If employees are required to work during the Administrative Leave period, they will receive both straight pay for the time worked as well as the leave pay. Additional pay is not granted to employees who were not scheduled to work during Administrative Leave period. This guide provides specific examples on appropriate time reporting to ensure accurate pay and compliance.

- Staying Home During the Leave:
- Working During the Leave Period:
  - Working During the Leave Period and Saving Compensatory Time
- Working Over Schedule during Administrative Leave:
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- Working On an Unscheduled Day during Administrative Leave:

Related articles

Staying Home During the Leave:

If an employee normally has an 8:00 to 4:30 schedule, is non-essential and stays home during the leave period. The code ADMLV is used to designate paid time during an Administrative Leave.

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Employees normally not scheduled to work during the period of an Administrative Leave do not receive any additional pay and should not report time for that period.

Working During the Leave Period:

Employees working during the leave period need to properly enter their time so they are correctly compensated. The code ADMWK is used to indicate time worked during the leave and is used in addition to the ADMLV code. The example below shows an employee, designated as essential, working her normal 8 hour schedule during the leave period.

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If the employee normally worked an 8 hour schedule but only came in for four hours before being released by her supervisor, she would report 8 hours of ADMLV and 4 of ADMWK.

Working During the Leave Period and Saving Compensatory Time

Employees may be asked (or request) to earn compensatory time in lieu of the pay while working during the administrative leave period. Note that the comp time is recorded at the same amount as the time worked. The code (CMNSV) is used for Non-Represented employees. Employees represented by ACSUM should use CMCSV, those in Service and Maintenance should use CMMSV and those in the Police unit should use CMPSV.

Working Over Schedule during Administrative Leave:

When an employee works over their normal schedule during administrative leave, any hours worked in excess of their normal schedule should be compensated at the times two (x2) rate. (Which is equal to the rate paid of compounding ADMLV and ADMWK.) Consider an employee staying an extra two hours over their normal schedule on the day of the leave, they would enter an additional two hours as ADMX2 to receive pay for those hours.

Working Over Schedule During the Leave Period and Saving Compensatory Time

Employees may be asked (or request) to earn compensatory time in lieu of the pay while working during the administrative leave period that is outside their normal schedule. Note that this comp time is recorded at x2 the amount as the time worked. The code (CMNX2) is used for Non-Represented employees. Employees represented by ACSUM should use CMCX2, those in Service and Maintenance should use CMMX2 and those in the Police unit should use CMPX2.
Working On an Unscheduled Day during Administrative Leave:

When an employee works during administrative leave on a day that they are not regularly scheduled to work, any hours worked should be compensated at the times two (x2) rate. Consider an employee who comes in to work on an administrative leave day to cover for others who can't work. If this occurs on a day when they are not scheduled to work, they would enter their hours worked as ADMX2 to receive pay for those hours. They should not receive ADMLV in addition to the ADMX2.

Related articles

- How to Change a Name
- How to Set up Voluntary Deduction
- How to Enter Time Guides
- How to Complete Form I-9 Employment Eligibility Verification via Employee Self-Service
- How-to Articles - Employee Self-Service Onboarding