

# Timesheet Training Package for CPP Participants

## Time Record Considerations

1. The top of the Time and Activity Record should clearly be labeled "Compressed Pay Period" in the blank space above "NAME".
2. The pass day should be recorded on the Time and Activity Record by writing in "P.D." for the appropriate day off.
3. When a holiday falls on an employee's scheduled pass day, the employee earns 7.5 hours of Holiday Leave. This leave should be recorded as 7.5 hours of accrued leave in the "Holiday" column of the time record.
4. When a holiday falls on an employee's scheduled workday, 7.5 hours should be recorded in the Legal Holiday row per current procedure. In addition, the employee must charge the difference between 7.5 hours and the number of hours he/she was scheduled to work as follows:
  - During the 40 hour workweek, overtime ineligible employees should charge  $\frac{1}{2}$  hour to either Vacation, Personal Leave, Other or Holiday Leave.
  - During the 35 hour workweek, overtime ineligible employees should charge 1  $\frac{1}{4}$  hours to either Vacation, Personal Leave, Other or Holiday Leave.
  - During the 35 hour workweek, overtime eligible employees should charge 1  $\frac{1}{4}$  hours to either Vacation, Personal Leave, Overtime, Other or Holiday Leave.
5. All accruals must be charged in units of no less than a  $\frac{1}{4}$  hour.
6. All leave time taken must be charged to accruals equivalent to the number of hours scheduled.
7. Leave credits will be earned at the same rate as the employee would otherwise earn leave credits.
8. Employees who work approved overtime will receive:
  - non-compensatory time for time worked which does not exceed 40 hours in the pay week. (Thursday through Wednesday).
  - paid overtime for time worked in excess of 40 hours during the pay week (Thursday through Wednesday).
9. For duration of pilot program, original timesheets of CPP participants will be submitted by Time & Activity Coordinators to Marline Agnew of Personnel Office, 10<sup>th</sup> Floor.