

Payroll Scenarios

1) PERFECT WORLD

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8x	8x	8x	8x	8x	40
8x	8x	8x	8x	8x	40

Accounted for 80 hours/ Actually worked 80 hours

Get approvals

2) LEAVE

KO leave should be used before KS leave and KS leave should be used before **ANNUAL** leave. You should always verify the employees leave balances before posting any type of leave.

a)

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8x	8KO	8x	8x	8x	40
8x	8x	8x	8x	8x	40

Accounted for 80 hours/ actual hours worked 72 hours and 8 KO taken

b)

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8x	8KS	8x	8x	8x	40
8x	8x	8x	8x	8x	40

Accounted for 80 hours/ actual hours worked 72 hours and 8 KS taken

c)

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8x	8A	8x	8x	8x	40
8x	8x	8x	8x	8x	40

Accounted for 80 hours/ actual hours worked 72 hours and 8 annual

3) HOLIDAY

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8HP	8x	8x	8x	8x	40
8x	8x	8x	8x	8x	40

Accounted for 80 hours/ actual hours worked 72 hours

Need approvals. Do not need to fill out log for Holiday Leave. You can attach a copy of the Holiday schedule as your support for all employees in your department.

4) **LWOP (Leave Without Pay)**

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8x	8 lwop	8x	8x	8x	32
8x	8x	8x	8x	8x	40

Accounted for 80 hours/ actual hours worked 72 hours and 8 hours LWOP

Fill out **EMPLOYEE EXCEPTIONS LOG** and get approvals. If an employee has 80 hours of LWOP, you still need to submit a timesheet documenting the leave.

5) **SPECIAL**

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8SP	8SP	8x	8x	8x	40
8x	8x	8x	8x	8x	40

Accounted for 80 hours/ actual hours worked 64 hours and 16 special

Fill out **Employee Exceptions Log** and get required documentation for use of special leave.

6) **SICK LEAVE**

a)

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8x	8x	8x	8x	8x	40
8x	8x	8x	8B	8x	40

Accounted for 80 hours/ actual hours worked 72 hours and 8 sick leave

Fill out employee exceptions log and get approvals

b)

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8B	8B	8B	8B	8B	40
8x	8x	8x	8x	8x	40

Accounted for 80 hours/ actual hours worked 40 hours and 40 hours sick leave

Fill out employee exceptions log. 40 or more consecutive hours requires doctor's excuse.

c)

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8B	8B	8B	8B	8B	40
8B	8B	8B	8B	8B	40

Accounted for 80 hours/ actual hours worked "0" - sick leave 80

In example above, if an employee is out 80 hours consecutively, you may want to contact the Human Resource Office to see if employee is a candidate for FMLA leave. Fill out employee exceptions log, obtain doctor's excuse from employee, and necessary approvals.

d) **FMLA**

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8 FMLS	8 FMLS	8 FMLS	8 FMLS	8 FMLS	40
8 FMLS	8 FMLS	8 FMLS	8 FMLS	8 FMLS	40

Accounted for 80 hours/ FMLS 80 hours- actual hours worked is "0"

You do not need a Doctor's excuse once approved for FMLA leave. You will still need to fill out Employee Exceptions Log with FMLA indicated and get necessary approvals. This applies to all cases of FMLA leave, annual, sick, compensatory, and leave without pay.

Under FMLA guidelines, an employee must exhaust all payable leave before using LWOP (leave without pay). This may cause an employee not to be eligible for holiday pay. See example 9c. In the example below, the employee has the following leave available: 16 sick, 40 annual and 8 compensatory

e)

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8 FMLS	8 FMLS	8 FMLK	8 FMLA	8 FMLA	40
8 FMLA	8 FMLA	8 FMLA	8 FMLO	8 FMLO	24

Accounted for 80 hours - 16 hours LWOP, 64 hours FMLA

Fill out Employee Exceptions Log and get necessary approvals.

7) **OVERTIME**

a)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
8X	8X	8X	8X	8X	8X	48
8X	8X	8X	8X	8X	8X	40

Accounted for 88 hours- 80 hours regular time and 8 hours overtime.

In this example, if the employee wants OT, you do not need to do anything further. If the employee wants COMPENSATORY time not Overtime, you must move 8 hours from OT to KO earned. Then it would read 80, 8 KOE. If this example was for an *exempt employee then it would be 80, 8 SOT/ KSE.

Fill out Employee Exceptions Log.

b)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
8B	8X	8X	8X	8X	8X	48
8X	8X	8X	8X	8X		40

Accounted for 88 hours- 72 regular hours, 8 sick leave, and 8 SOT/KSE.

Need to move 8 hours to **STRAIGHT overtime** or **KSTRAIGHT** earned accordingly. Fill out Employee Exceptions Log and get approvals. This looks similar to example 7a but the employee **actually worked** only 40 hours, any time worked over their regular schedule is paid at the straight rate until they exceed any leave taken during the week.

c)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
8B	8X	8X	8X	8X	12X	52
8X	8X	8X	8X	8X		40

Accounted for 92 hours- 72 regular hours, 8 sick leave, 8 SOT/KSE and 4 OT/KOE

Need to move 8 hours to **STRAIGHT OVERTIME or KSTRAIGHT** earned accordingly. Since the employee worked an additional 8 hours equal to the amount of leave taken, anything over that goes to OT/ KOE earned. If this example was for an exempt employee, it would read 80, 12 SOT/KSE, 8 SICK Leave. Fill out Employee Exceptions Log and get necessary approvals.

d)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
8X	8X	8LWOP	8X	8X	8X	40
8X	8X	8X	8X	8X		40

Accounted for 88 hours- 72 regular hours, 8 LWOP and 8 hours SOT/ KSE

The same rule applies here, the employee needs to actually work over 40 hours before **OT** is paid at 1 1/2 times rate. Fill out Employee Exceptions Log and get necessary approvals.

e)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
8X	8X	8B	8B	8X	8X	48
8X	8X	8X	8X	8X		40

Accounted for 88 hours- 64 regular hours, 16 hours sick and 8 hours SOT/KSE

The same rule applies here as well, employee only worked 32 hours in the first week. Fill out Employee Exceptions Log and get necessary approvals.

8) OVERTIME INVOLVING HOLIDAYS:

In the next 4 examples, the first Monday of the pay period is a holiday. 8 HP means the employee did not work the holiday. 8X (HP) means the employee actually worked on the holiday.

a)

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8X (HP)	8X	8X	8X	8X	40
8X	8X	8X	8X	8X	40

Accounted for 80 hours. 80 hours worked, 8 OT/ KSE (Depending on what type compensation is designated for the holiday).

Because this scenario is using a holiday, you will have to duplicate the worked line to give appropriate 8 hours compensation.

If this example was for an exempt employee it would read 80, 8 SOT/KSE.

Fill out Employee Exceptions Log and get necessary approvals.

b)

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8X (HP)	8X	8B	8X	8X	40
8X	8X	8X	8X	8X	40

Accounted for 80 hours. 72 hours worked, 8 sick leave, and 8 OT/ KSE (Depending on what type compensation is designated for the holiday)

Same scenario, even though leave taken during the week of the holiday, the employee still gets compensation for working on the holiday. If this example was for an exempt employee it would read 80,8 SICK LEAVE AND 8 SOT/KSE. Fill out Employee Exceptions Log and get necessary approvals. **Because this scenario is using a holiday, you will have to duplicate the worked line to give appropriate 8 hours compensation.**

c)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
8X (HP)	8X	8X	8X	8X	8X	48
8X	8X	8X	8X	8X		40

Accounted for 88 hours. 80 hours worked, 8 OT/ KOE, 8 OT/ KSE (Depending on what type compensation is designated for the holiday)

If this example was for an exempt employee, it would read 80 hours worked, 16 SOT, KSE. Fill out Employee Exceptions Log and get necessary approvals.

d)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
8HP	8X	8X	8X	8X	8X	48
8X	8X	8X	8X	8X		40

Accounted for 88 hours, 72 hours regular, 8 HOLIDAY PAY and 8 SOT/ KSE.

This time you treat the holiday leave as you would any other leave. The employee actually worked 40 hours. So, the 8 hours for working on Saturday goes to SOT or KSE. Fill out Employee Exceptions Log and get necessary approvals.

If cases where an employee is in overtime status at the time of the holiday and works on the holiday, please contact the Payroll Office at ext. 2188 or Human Resource Office at ext. 5435.

9) **HOLIDAYS INVOLVING Leave Without Pay (LWOP):**

In the case below, the holiday is the 2nd Monday of the pay period.

a)

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8X	8X	8X	8X	8LWOP	32
8LWOP	8LWOP	8X	8X	8X	24

Accounted for 80 hours- 56 regular hours and 24 lwop

In this case the employee does not get compensation for the holiday because he is not in pay status on the day before or the day after the holiday. Fill out Employee Exceptions Log and get necessary approvals.

b)

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8X	8X	8X	8X	4 LWOP 4A	36
8 HP	8LWOP	8X	8X	8X	32

Accounted for 80 hours- 56 regular hours, 4 hours annual, 8 holiday pay and 12 LWOP

This employee would be compensated for the holiday because the 4 hours annual leave taken on the Friday before the Monday holiday. Fill out Employee Exceptions Log and get necessary approvals.

c)

Monday	Tuesday	Wednesday	Thursday	Friday	Total
8 FMLS	8 FMLS	8 FMLK	8 FMLA	8 FMLA	40
8 FMLA	8 FMLA	8 FMLA	8 FMLO	8 LWOP (HP)	24

Accounted for 80 hours- 40 FMLA, 16 FMLS, 8 FMLK, AND 16 LWOP

Fill out Employee Exceptions Log and get necessary approvals. In the above example, the last Friday of the pay period is the holiday. The employee **does not** get benefit of the holiday since the day preceding the holiday he is not in pay status. Also note that you do not classify the leave as FMLO in this instance. The reason for this is that the employee was off due to the holiday not for FMLA purposes. Another example of this would be the 2 week closure and holidays at Christmas. You would use regular sick, annual, compensatory or LWOP then.

10) **WASHING TIME**

a)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
8X	8X	8X	8X	8X	8X	48
8X	8X	8X	8X			32

YOU CANNOT DO THIS!!!! You have to account for 40 hourS each work week. You need to separate weeks to figure OT earned and leave taken.

b) **SHOULD BE**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
8X	8X	8X	8X	8X	8X	48
8X	8X	8X	8X	8A		40

Accounted for 88 hours- 72 regular hours, 8 annual leave and 8 OT/ KOE

On the last Friday, you can post any leave applicable. If the above example was for an exempt employee, it would read 72 regular hours, 8 annual and 8 SOT/ KSE. Fill out Employee Exceptions Log and get necessary approvals.