

## PROCEDURE

Effective Date: December 24, 2019

Approved By: Chyerl Wolfe-Lee, AVP for Human Resources

Authority: [POL-U5400.04](#)

See Also:     STN-U5400.04A     Reporting Time During Suspended Operations - Standard  
                   [POL-U5410.05](#)           Administering Work and Leave Time Reports - Policy  
   [Collective Bargaining Agreements](#)

### **PRO – U5400.04A     REPORTING MAKE-UP HOURS FOR SUSPENDED OPERATIONS**

*These procedures apply only to classified and non-exempt professional staff.*

**Follow Section A** (pages 1 – 3) if the employee is a full-time employee choosing to make-up hours for a full day of suspended operations.

**Follow Section B** (pages 3 – 4) if the employee is a full-time employee choosing to make-up hours for a partial day of suspended operations.

**Follow Section C** (pages 4 – 5) if the employee is a part-time employee choosing to make-up hours for suspended operations.

#### **Section A. Full-Time Employee, Full Day Suspended Operations**

##### **1. How to record Suspended Operations on time sheet for Hours Not Worked**

Instead of entering zero (0) hours worked under “Total Hours Worked” on the day of suspended operations, enter the total hours not worked under “Suspended Operations”

Example: University suspends operations for the entire day

	1-Oct-18
Earning	Mon
Total Hours Worked Each Day	
Suspended Operations	8

## 2. How to Record Make-Up Hours on Time Sheet

### a. Non-BUD Classified Staff Employee (BUA, BUB, BUE, PTE)

Working make-up hours will result in the employee working beyond their regular daily schedule which will cause the employee to enter overtime status. In order for the employee to make up the full amount of hours, they only need to work the equivalent amount of overtime hours. In this example below, the employee needs to only make-up 5.33 hours (8/1.5) or 5 hours, 20 minutes. For a minute to decimal hours conversion chart, click [here](#).

Example of make-up hours completed during the **same week** of suspended operations

	1-Oct-18	2-Oct-18	3-Oct-18	4-Oct-18	5-Oct-18
Earning	Mon	Tues	Wed	Thurs	Fri
Total Hours Worked Each Day		10	10	9.33	8
Overtime		2	2	1.33	
Suspended Operations	8				

Example of make-up hours completed during week **after** suspended operations

	8-Oct-18	9-Oct-18	10-Oct-18	11-Oct-18	12-Oct-18
Earning	Mon	Tues	Wed	Thurs	Fri
Total Hours Worked Each Day	10	10	9.33	8	8
Overtime	2	2	1.33		

### b. BUD Classified Staff Employee and Non-exempt Professional Staff

Example of make-up hours completed during the **same week** of suspended operations

	1-Oct-18	2-Oct-18	3-Oct-18	4-Oct-18	5-Oct-18
Earning	Mon	Tues	Wed	Thurs	Fri
Total Hours Worked Each Day		10	10	10	10
Hours Over Appointment		2	2	2	2
Suspended Operations	8				

*BUD employees and non-exempt professional staff earn overtime for all hours worked beyond forty (40) in a workweek. If make-up hours are worked during the same week as suspended operations, the employee would not have worked enough hours to earn overtime during that workweek and will be compensated at straight pay rather than overtime pay. Therefore, make-up hours should be reported as Hours Over Appointment in order to pay the employee at straight time.*

Working make-up hours the week after suspended operations will most likely result in the employee working more than 40 hours in the work week which will cause the employee to be

into overtime status. In order for the employee to make up the full amount of hours, they only need to work the equivalent amount of overtime hours. In this example, the employee needs to only make-up 5.33 hours (8/1.5) or 5 hours, 20 minutes.

Example of make-up hours completed during the week **after** suspended operations

	8-Oct-18	9-Oct-18	10-Oct-18	11-Oct-18	12-Oct-18
Earning	Mon	Tues	Wed	Thurs	Fri
Total Hours Worked Each Day	10	10	9.33	8	8
Overtime					5.33

## Section B. Full-Time Employee, Partial Day Suspended Operations

### 1. How to record “suspended operations leave” on time sheet

Example: On the day of suspended operations, the University suspends operations until 11:00 a.m.

	3-Oct-18
Earning	Wed
Total Hours Worked Each Day	5
Suspended Operations	3

### 2. How to record make-hours on time sheet

#### a. Non-BUD Classified Staff Employee (BUA, BUB, BUE, PTE)

Working make-up hours will result in the employee working beyond their regular daily schedule which will cause the employee to enter into overtime status. In order for the employee to make up the full amount of hours, they only need to work the equivalent amount of overtime hours. In this example, the employee needs to only make-up 2 hours (3/1.5).

Example of make-up hours completed during the **same week** of suspended operations

	1-Oct-18	2-Oct-18	3-Oct-18	4-Oct-18	5-Oct-18
Earning	Mon	Tues	Wed	Thurs	Fri
Total Hours Worked Each Day	8	8	5	9	9
Overtime				1	1
Suspended Operations			3		

Example of make-up hours completed during the week **after** suspended operations

	8-Oct-18	9-Oct-18	10-Oct-18	11-Oct-18	12-Oct-18
Earning	Mon	Tues	Wed	Thurs	Fri
Total Hours Worked Each Day	9	9	8	8	8
Overtime	1	1			

## b. BUD Classified Staff Employee and Non-Exempt Professional Staff

Example of make-up hours completed during the **same week** of suspended operations

	1-Oct-18	2-Oct-18	3-Oct-18	4-Oct-18	5-Oct-18
Earning	Mon	Tues	Wed	Thurs	Fri
Total Hours Worked Each Day	8	8	5	10	9
Hours Over Appointment				2	1
Suspended Operations			3		

*BUD employees earn overtime for all hours worked beyond forty (40) in a workweek. If make-up hours are worked during the same week as suspended operations, the employee would not have worked enough hours to earn overtime during that workweek and will be compensated at straight pay rather than overtime pay. Therefore, make-up hours should be reported as Hours Over Appointment in order to pay the employee at straight time.*

Working make-up hours the week after suspended operations will most likely result in the employee working more than 40 hours in the work week which will cause the employee to enter into overtime status. In order for the employee to make up the full amount of hours, they only need to work the equivalent amount of overtime hours. In this example, the employee needs to only make up 2 hours (3/1.5).

Example of make-up hours completed during week **after** suspended operations

	8-Oct-18	9-Oct-18	10-Oct-18	11-Oct-18	12-Oct-18
Earning	Mon	Tues	Wed	Thurs	Fri
Total Hours Worked Each Day	9	9	8	8	8
Overtime					2

## Section C. Part-Time Employee

### 1. How to record Suspended Operations on time sheet for Hours Not Worked

Instead of entering zero (0) hours worked under "Total Hours Worked" on the day of suspended operations, enter the total hours scheduled, but not worked under "Suspended Operations"

	1-Oct-18
Earning	Mon
Total Hours Worked Each Day	
Suspended Operations	4

## 2. How to record make-hours on time sheet

Part-time employees will make up hours on a straight-time basis. In this example, the employee has a 50% appointment so they will need to make up 4 hours by working Hours Over Appointment. See examples below.

Example of make-up hours completed during the **same week** of suspended operations

	1-Oct-18	2-Oct-18	3-Oct-18	4-Oct-18	5-Oct-18
Earning	Mon	Tues	Wed	Thurs	Fri
Total Hours Worked Each Day		6	6	4	4
Hours Over Appointment					4
Suspended Operations	4				

Example of make-up hours completed during week **after** suspended operations

	8-Oct-18	9-Oct-18	10-Oct-18	11-Oct-18	12-Oct-18
Earning	Mon	Tues	Wed	Thurs	Fri
Total Hours Worked Each Day	6	6	4	4	4
Hours Over Appointment					4