IMPORTANT: Pay and Holiday Timesheets

Dear Colleagues,

As [previously announced by the President's Office](#), this year we will be providing three additional days of closure from Monday, Dec. 21 - Wednesday, Dec. 23. If you were already scheduled to use an annual leave day for any of these days, Payroll staff will make the adjustment to your time to ensure you do not have to use a vacation day.

Hourly staff members are asked to complete timesheets with the following:

Dec. 21 – 23:	Mandated Closing (086)
Dec. 24:	Discretionary Day Off (078)
Dec. 25:	Holiday Pay (091)
Dec. 28 – 31:	Winter Recess (090)
Jan. 1:	Holiday Pay (091)

The Jan. 1 pay date will be Thursday, Dec. 31 for Hourly Staff and Monday, Jan. 4 for Faculty and Administrators. Hourly staff checks will be mailed to employee's homes in advance of the pay date.

Employees using time clocks will be automatically credited if they: a) are normally scheduled to work on the day and b) worked their scheduled day prior to and after the closing period.

Employees Required to Work

Staff required to work, please mark any time worked as normal on the applicable days. You will receive compensatory time off for this time worked which must be used before Dec. 31, 2021. In Kronos, time worked will be automatically banked for future use.

For administrators, there is a new feature which will bank time worked on the days above. To do this a request for the applicable dates that you plan to work must be submitted for approval by your supervisor. In Kronos, on the Request screen, change the Type of request from Time-Off to Worked Discretionary Day, Worked Holiday, Worked Mandated Closing, or Worked Winter Recess. This banked time can then be redeemed on a future date prior to Dec, 31, 2021.

If you are not using Kronos, please work with your supervisor to track your banked time for later use.

For any questions, please contact Payroll at payroll@union.edu or Human Resources at HR@union.edu.

Thank you