

Dear Colleagues,

The college has allocated two days for time off around the fourth of July weekend.

Friday, July 2nd	Discretionary Day
Monday, July 5th	Holiday

Please follow the instructions below to report time taken or worked around these days to Payroll through Kronos. If you are not using Kronos please continue to use your normal method of reporting.

Employees Taking the Discretionary Day and/or Holiday

Hourly Staff

Please use the pay code “Discretionary Day Off” or “Holiday Pay” on the timesheets.

Managers of Employees Using Timeclocks

For employees who do not have access to timecard entry (i.e. using timeclocks), the employee’s supervisor should instead mark the days on behalf of the employee as “Discretionary Day Off” or “Holiday Pay”. The time will NO LONGER be applied automatically to some employees due to consistency issues. Thank you for your understanding.

Administrators

No action needed.

Employees Working the Discretionary Day and/or Holiday

Hourly Staff

Please enter time worked as normal on your timecard. The hours you work will be “banked” and can be redeemed for time off at a future date. When you save your entry, in the Totals area at bottom it will indicate “Discretionary Day Banked” or “Holiday Banked OT” for the hours worked on the respective days.

Administrators

Administrators may also “bank” time worked on the Discretionary Day or Holiday which can be redeemed for time off at a future date. Please indicate this by doing a Request in Kronos. At the top of the normal Request Time Off form, change the drop-down to “Worked Discretionary Day” or “Worked Holiday”. Then enter the amount of hours and submit the Request.

Request Time Off

Type: Time-Off

- Time-Off
- Worked Discretionary Day
- Worked Holiday
- Worked Mandated Closing
- Worked Winter Recess

Accrual

When the Request is approved the hours worked will go into “Discretionary Day Banked” or “Holiday Banked” for future redemption.

How to Redeem Banked Time for Future Dates

Hourly Staff and Administrators

Complete a Time Off Request as normal. If you have banked time for future use you will notice a balance in the Discretionary Day Banked and/or Holiday Banked areas.

Accrual	Balance
DISCRETIONARY DAY BANKED	8.00 Hour
HOLIDAY BANKED	7.75 Hour

In the Pay Code box, instead of “Vacation” choose “Disc Day Use Bank” or “Holiday Use Bank”. Please hover over the Pay Code to see the full name. When your request for time off is approved the hours will be deducted from your banked time.

Request Time Off

Type: Time-Off

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
6/07/2021	6/07/2021	Vacation	Hours	8:00AM	8.0

Accruals on: 6/07/2021

Accrual	Balance
DISCRETIONARY DAY BANKED	Hour

Please make sure you redeem your banked time prior to 6/30/2022.