Salary Student Supervisor,

The purpose of this memo is to communicate some important information to you as a supervisor of (an) exempt salaried student(s) GRA and/or TA. It is important to note that the Time and Labor System is now the University’s official record for employee hours. In addition, per state regulations, salaried students are not entitled to receive holiday pay. The UTShare/PeopleSoft System was configured to comply with the state regulation for student employee holiday ineligibility.

Any questions about this communication should be forwarded to the Payroll Services Office at payroll@utsa.edu.

This memo will address:
1. Options regarding hours populated for your employees which can be:
   a. Standard schedule assigned to your salaried exempt student employee(s)   OR
   b. Customized schedule
2. Recording work hours during holiday weeks (to retain full pay)

**Issue #1**
Options regarding hours populated

**A. Standard Schedule**

The exempt student employee’s schedule will be populated in UTShare/PeopleSoft based on their assignment’s standard hours spread over the work week (Monday through Friday), as indicated in the table below.

<table>
<thead>
<tr>
<th>Hours per Week</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
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<tbody>
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</tr>
</tbody>
</table>

- However, students **MUST** report their **actual hours worked** on a weekly basis (according to the published timesheet deadline dates) using the Elapsed Timesheet. Even though you have received training to check the box “I worked my minimum schedule hours”, you will see that option is no longer available on current time sheets and you will need to record actual time worked.
- Recording **actual hours worked** within an employee’s job assignment is necessary based on new requirements of the Affordable Care Act (ACA).
• Salaried (exempt) students will receive their monthly salary based on the employee’s job assignment regardless of the work hours reported, except when a Holiday occurs during the week (see below).

B. Customized Schedule:
If you would like to populate actual scheduled hours, please complete and submit a Schedule Change Request Form, located at Payroll Office Forms webpage (http://utsa.edu/payroll/forms.cfm)
If the employee’s work hours vary greatly from week to week, supervisors have 2 options (both of which require a timesheet to be submitted:
   a. Change an employee’s standard schedule to more closely match the employee’s actual work schedule OR
   b. Retain the standard hours and continue to have employees report their actual hours worked.

Issue #2
Holiday Weeks
There is an attribute in the UTShare/PeopleSoft system where the system automatically deducts a portion of the student’s pay for a holiday whether or not the student is scheduled to work on that day. In order to override that attribute, it is necessary to document the timesheet as we have indicated below with HLWK on the holiday day.
Holiday Pay Exception - In order to receive a full week of pay for any week in which a holiday occurs (e.g. Memorial Day), please ensure that the student follows one of the examples below:
If the employee works at least their regularly scheduled hours during the week of the holiday and their timesheet is documented properly, the employee’s compensation will not be reduced.
The following examples and instructions are a temporary workaround until a Time & Labor Rule is completed.

Example #1:
Assumptions:
• Monday is a holiday
• Student employee has a 19 hour work week schedule
• Student employee’s normal schedule is:
  o Monday - 8 hours; Tuesday – 8 hours; Wednesday – 3 hours

Step 1: If the student employee does not work on Monday, (the holiday that week), (s)he should contact the supervisor to receive permission to make up those hours on another day during that work week.
Step 2: Then, the student should work a total of 19 hours (their full schedule) during the remainder of the week
Step 3: Employee should complete their timesheet as follows inserting a TRC Code of HLWRK on the day of the holiday. This will ensure that the employee receives their full pay for the week (without a deduction). The number of hours entered on that holiday should be consistent with the number of hours populated in UTShare/PeopleSoft for their respective schedule (see discussion on Standard Schedule above).

Timesheet – Elapsed
(Exempt Employee)
Salary Students - Schedules, Timesheets, Holidays

Employee Name: ___________________________ Employee ID: __________________
Job Title: _________________________________ Empl Record: ________________
Department: ______________________________

From Monday 5/26/2014 to Sunday 6/1/2014

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Time Reporting Code of Absence Type</td>
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</table>

Example #2:
Assumptions:
- Monday is a holiday
- Student employee has a 19 hour work week schedule
- Student employee’s normal schedule is:
  - Tuesday – 8 hours; Wednesday – 8 hours; Thursday – 3 hours

Step 1: Student employee should work their normally scheduled hours
Step 2: Complete their timesheet as follows inserting a TRC Code of HLWRK (4 hours) on the day of the holiday. This will ensure that the employee receives their full pay for the week (without a deduction). The number of hours entered on that holiday should be consistent with the number of hours populated in UTShare/PeopleSoft for their respective schedule (see discussion on Standard Schedule above).

Step 3: Whenever the Holiday Worked Code (HLWRK) is used, enter in the Comment Box “Hours not worked but 4 hrs entered on holiday to override the holiday deduction. Employee worked their scheduled number of hours during the week”.

Timesheet – Elapsed
(Exempt Employee)

Employee Name: ___________________________ Employee ID: __________________
Job Title: _________________________________ Empl Record: ________________
Department: ______________________________

From Monday 5/26/2014 to Sunday 6/1/2014

<table>
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<th></th>
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