Important Updates for BW 2 Payroll Processing

Dear GW Timekeeper,

Due to the continued Time Reporting System (TRS) outage, manual timesheets for the BW2 payroll period are due Wednesday, 1/12/22 by NOON. This period includes part of Winter Break. All notifications sent out can be found on the Payroll Services website.

Please review the timecard processes outlined in this reminder to help ensure employees are paid timely and accurately.

Timekeeping Tips for using the Manual Timesheet

- If you have issues entering time in the manual timesheet try another browser
- The Excel sheet was given to your Finance Director to distribute
- You do need to enter HOL for benefited employees (Holiday instructions below)
- You do need to enter Time Off for payment. It should be entered into Kronos once the system is restored

Paid Status Reminder (for active staff)

All benefits-eligible staff must be in a paid status on their scheduled work days immediately preceding and following a holiday in order to be paid for that holiday. Please be sure to check the prior pay period for holidays that cross multiple pay periods.

Example:

Winter Break is observed on the weekdays from Friday, December 24, 2021 through Friday, December 31, 2021. If a staff member's work schedule is Monday-Friday, they must either work or use paid time off on BOTH Thursday, 12/23/2021 and Monday, 1/3/2022 to be eligible for the holiday pay.

Staff Employment Separations

If a staff member is separating from the university, their last working day cannot fall on a holiday or other scheduled paid time off, unless staff member is regularly scheduled to work on the holiday or is on job-protected leave such as FMLA.

Example:

A staff member submits their resignation date as 12/31/21. Since 12/31/2021 falls during the Winter Break holiday, the last working day and resignation date needs to be changed to 12/23/2021. The staff member is not eligible for any holiday pay over Winter Break.

Part-Time Staff

Part-time non-exempt staff receive prorated holiday time based on percentage of effort. The number of prorated holiday hours is equal to an employee’s weekly scheduled hours divided by five (5) weekdays worked.

<table>
<thead>
<tr>
<th>Scheduled Work Hours</th>
<th>Holiday Proration Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>7.20</td>
</tr>
<tr>
<td>30</td>
<td>6.00</td>
</tr>
<tr>
<td>24</td>
<td>4.8</td>
</tr>
<tr>
<td>16</td>
<td>3.2</td>
</tr>
</tbody>
</table>

For assistance, please review page 16 of the Time Off and Leave Guide. For questions about holiday pay procedures, please email timeoff@gwu.edu.

For questions about time keeping procedures, please email timerep@gwu.edu.

Sincerely,
GW Payroll & Benefits