MEMORANDUM

TO: All Organizational Units
FROM: Office of the Vice President for Human Resources
DATE: 10/23/17
RE: Pay Practices for 2017 Winter Recess

As announced by the President on February 24, 2017, below are the pay practices applicable to the 2017 Winter Recess:

1. **Non-essential, Non-exempt Benefits-Eligible Staff**
   a. Non-essential, non-exempt Benefits-Eligible staff members will receive regular pay for all normally scheduled hours on December 27, 28, and/or 29, 2017 (“Winter Recess”).
   
   b. Time will be recorded as “Other Leave (With Pay)” on the Attendance Record/Time Sheet for employees using manual time entry.
   
   c. Kronos users should utilize the Assigning Pay Code by Group QRC to assign the ‘Other Leave (With Pay)’ pay code to groups of regular staff who were scheduled to work but did not report due to the Winter Recess. This QRC describes how the pay code can be assigned to multiple employees in a single step. Alternatively, this pay code can be entered on each employee’s time card individually.

2. **Essential, Non-exempt Staff**

   Senior management within each college or department designates essential staff. If you have any question whether your position will be deemed essential during the Winter Recess, please contact your supervisor.

   a. Essential, non-exempt staff who are required to work during the Winter Recess will be paid at the regular rate for all hours worked during the Winter Recess. Essential employees will have the opportunity to re-designate any time worked (consistent with normal time tracking practice) during the Winter Recess to another normally scheduled workday(s) within the current fiscal year.

   b. This time will be recorded as “Worked-Regular” on the Attendance Record/Time Sheet and in the Kronos system.
3. **Essential, Exempt Staff**
   a. Essential, exempt staff who are required to work during the Winter Recess will have the opportunity to re-designate any time worked during the Winter Recess to another normally scheduled workday(s) within the current fiscal year.

Questions about these Pay Practices may be directed to hr@purdue.edu or 49-42222

Questions about Kronos time entry may be directed to timeadmin@purdue.edu