**Common Time and Attendance Errors**

**Situation #1:** The employee has leave without pay (LWOP) on the afternoon before or morning after a holiday. To earn a holiday, an employee must be in a paid status the entire last half (3.75/4.0 hours) of the regularly scheduled workday immediately before, and the entire first half (3.75/4.0 hours) of the regularly scheduled workday immediately following a holiday.

**Impact:** Employee is not entitled to the holiday due to LWOP.

**To fix this:** Generally, absence type “HO” should be entered on the holiday.If the leave without pay is related to FMLA or Workers’ Comp, consult with the FMLA or WC coordinator.If the absence used before/after the holiday is changed from LWOP to a paid leave, the employee would be entitled to the holiday.

**Situation #2:** When a full day of unpaid absence occurs within the associated work week, the employee is not eligible for double time. A partial day of unpaid absence on a scheduled work day within the associated work week does not have an impact on double time status. Provided the employee works overtime at the straight time rate for the same number of hours as the unpaid absence, the remaining hours worked on the scheduled day off are paid at the double time rate.

**Impact:** Employee is not entitled for double time if they work a scheduled day off that would normally be double time eligible.

**To fix this:** Double time is changed to the appropriate overtime rate.

**Situation #3:** Generally, a union-covered employee, who is a 37.5 hour a week employee and who works overtime, must first meet the eight hours per day/40 hours per week rule before they are entitled to premium overtime.

**Impact:** Employee is not entitled to premium overtime if the eight hours per day rule is not applied during the scheduled work day, or the 40-hour rule is not met on the scheduled day off.

**To fix this:** Employee must be compensated at the straight time rate (T1).

**Example:** The employee works their 7.50 hour scheduled shift and works overtime, the first half hour would be paid at straight time rate and all remaining time would be paid at the appropriate premium overtime rate. If overtime is worked on their first scheduled day off, the hours needed to reach 40 hours in a week would be paid at the straight time rate, and then all remaining hours would be eligible for time and one-half.

**Situation #4:** A BU H1 employee uses a C4 absence, unscheduled combined leave > 3, in the pay period and a holiday falls in the same pay period, **all** time worked on the holiday must be compensated at holiday time and one-half rate. The holiday rule is a separate provision from the overtime rule.

**Impact:** The employee is entitled to holiday time and one-half.

**To fix this:** The employee should be compensated at the holiday time and one-half rate.

**Situation #5:** Generally, a union-covered employee who works outside a scheduled shift on a holiday and who did not work the holiday shift is entitled to paid time off (CLE1) for all hours worked, up to a full shift. This is in addition to holiday time and one-half compensation for hours worked outside their scheduled shift. The employee is entitled to CLE1 on a holiday because the holiday absence was entered for their scheduled shift and the employee worked outside their scheduled shift. Note: Another reason an employee would be entitled to CLE1 up to a full shift is if they work a regular day off (RDO) on a holiday.

**Impact:** The employee is entitled to paid time off (CLE1).

**To fix this:** The employee should be given paid time off (CLE1).

**Situation #6:** Generally, a union-covered employee who works through a meal period during a scheduled shift or during a rest period on an overtime shift, is due additional compensation which must be recorded with the work break (WBR) codes.

**Impact:** The employee is entitled to premium overtime in conjunction with working through a work meal period.

**To fix this:** The employee should be compensated at the appropriate overtime rate.

**Example:** If the rest period is worked on an overtime shift that is paid at time and one-half, the clock times for the rest period must be broken out from the overtime and paid as WBR3, which would be double time. If the employee is already in a double time status, no additional compensation is due for working through the paid rest period. An employee cannot be compensated for more than double time for working through a paid rest period on an off day.