

Monthly Non-Exempt FAQs

- 1. What is my new accrual rate for vacation and sick leave and when do I see the accrual?**
 - You accrue 8 hours of sick Leave and 10 hours of vacation if you have worked here less than 5 years.
 - After 5 years, your vacation accrual is 13.33. Your sick leave accrual stays at 8 hours.
 - Your accrual gets updated at the end of each month and is reflected on your check stubs.
- 2. Do I still get a warning message for reaching the maximum vacation hours?**
 - Yes, a warning message will still appear if you are near the 240 hours maximum.
- 3. When does my leave get deducted, and when do I get paid for any overtime worked?**
 - Leave is always deducted a month after it is taken.
 - Overtime is also paid a month after it is worked.
 - The processing and payment of both is always a month behind.
- 4. Does the “Hours Accumulator” still show the number of hours to be paid?**
 - The “Hours Accumulator” only shows the leave taken or overtime worked for that pay period.
 - If no leave or overtime was entered, then the balance is zero.
- 5. Do I still need to enter any holiday leave?**
 - No, this is no longer necessary. The system will automatically record the hours for you.
- 6. If I attend a professional development workshop, do I need to enter it? What code should I use?**
 - Yes, leave needs to be entered, and the Professional Leave code (PRO) should be used.
- 7. If I go to professional development workshop and work overtime in the same week, is this considered overtime?**
 - Since you were away from your job for training (which is not considered actual hours worked, it is not considered overtime (OT2) and should be counted as straight time (OT1).

8. When can I get Overtime paid?

- You will receive overtime pay for hours worked in excess of 40 in a workweek.

9. If I transfer or change jobs, can I go back to a bi-weekly pay schedule?

- Effective September 2008, all new employees and any current employees who switch positions get paid monthly. Employees may not change their payroll cycle.

10. Do supervisors still need to approve my timesheet if no leave or overtime is entered?

- Yes, supervisors are still required to approve timesheets for each pay period.