

## Time Reporting for Less than 12-month Employees

Beginning July 1, 2011, less than 12-month employees will no longer send their intended off contract time for the upcoming fiscal year to Human Resources. Less than 12-month employees will be responsible for reporting their off contract time as it occurs on their Web for Employees timesheet. Reporting off contract time is essential for maintaining proper records in the case of transfer, termination, or retirement. Supervisors are responsible for ensuring off contract time is properly reported. Also, **it is extremely important for supervisors to ensure employees who choose not to spread their pay are properly recording their leave time as those employees would otherwise continue to be paid during their off contract time.**

Employees and supervisors should refer to the [FTE Work Hours Requirements](#) (memo on HR website) to determine the appropriate number off contract hours to schedule during the fiscal year based on FTE.

Employees who **choose to spread their pay** evenly over the entire year will report their off contract time as **Leave With Pay-Less than 12 mo** as highlighted with the red dashed box below.

Employees who **choose not to spread their pay** will report their off contract time as **Leave w/o Pay-Less than 12 mo** as highlighted in the green solid box below.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday May 29, 2011	Monday May 30, 2011	Tuesday May 31, 2011	Wednesday Jun 01, 2011	Thursday Jun 02, 2011	Friday Jun 03, 2011	Saturday Jun 04, 2011
Annual Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Care	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Care 75%	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Funeral Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave With Pay (< 12 mo)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave without Pay (turkough)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Seasonal Bonus Day	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Short Term Disability	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Union Business	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Worker's Compensation	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Pay Adjustment	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave w/o Pay (< 12 mo)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0	0	0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

In addition, all less than 12-month employees will have an off contract leave balance similar to annual, sick and personal leave. The balance will decrease as hours are used and can be viewed in MyNMU as highlighted in blue below. Employees and supervisors will then know how many off contract hours need to be scheduled for the remainder of the fiscal year. The off contract leave balance will be reset by Human Resources at the start of each fiscal year for all less than 12-month employees.

### List of Leave Types

TYPE of Leave	Hours or Days Available	Beginning Balance	Earned as of May 31, 2011	Taken as of May 31, 2011	Available Balance as of May 31, 2011
Annual Leave	Hours	116.37	116.85	102.50	130.72
Comp Time	Hours	.00	.00	.00	.00
Family Care 1	Hours	8.00	32.00	34.75	5.25
Family Care 2	Hours	30.00	.00	.00	30.00
Off Contract Time (< 12 mo)	Hours	174.00	.00	150.00	24.00
Personal Leave	Hours	2.00	22.00	.00	24.00
Sick Pay	Hours	182.00	58.00	16.00	224.00