This notice applies to the pay period from 03/08/2012 to 03/21/2012.

This email is being sent as a reminder to please remember to **update the hours in Web Time Entry to consider the Spring Break Holidays from Monday, March 19th through Friday March 23rd.** **Please note Spring Break spans over two separate pay periods.**

If you will be off for Spring Break, we recommend and encourage you to complete your Web Time entry on your last working day prior to the pay ending date of 3/21/2012. Supervisors can also review and approve employee’s time sheets as well.

The web time entry deadline for employees will be extended to 12:00 pm on Monday 3/26/2012 and the deadline for supervisor approval will be 5:00 pm on Monday 3/26/2012. These deadlines are crucial for Payroll to run preliminary reports Tuesday morning and to process payroll on Wednesday.

***Web Time entry Supervisors,*** please make a special effort to ensure your employees time entries are correct and reflect actual hours worked and, if applicable, holiday pay.

I have provided screenshots below for your reference on four different scenarios.

Web Advisor auto-populates the regular work schedule for most employees and does NOT automatically adjust a pay period that includes a holiday.

1. Employees that **DO NOT** receive holiday pay and **DID NOT** work during Spring Break need to **delete** the time in the “Hours Worked” column.
2. Employees that receive holiday pay and **DID NOT** work during Spring Break need to **delete** the time in the “Hours Worked” column then **input 7.5 hours** in “Other Time Hours” and select Holiday Pay in the “Other Time Types” drop down menu.

Then...

***Note for Exempt Employees - It is highly recommended that exempt employees complete this step as accurate reports can be generated on hours worked and holiday hours if web time entries were consistent in all pay classifications (ie, hourly, salaried, administrative).***
3. **Full time hourly employees** that receive holiday pay **AND were authorized to work during Spring Break** will input the hours actually worked in the “Hours Worked” column **AND** input 7.5 hours in “Other Time Hours” and select Holiday Pay in the “Other Time Types” drop down menu.

   **Please note:** If Exempt Employees work during the Spring Break they are **REQUIRED** to submit a paper time sheet to the payroll department as well as completing web-time entry.

4. **Employees that DO NOT receive holiday pay and **AND were authorized to work during Spring Break** will input the hours actually worked in the “Hours Worked” column.
*** For new employees, or employees that need a refresher, online training for Web Time Entry is available through PDWS @ http://hccfl.mrooms3.net

If you have any questions, please feel free to contact me (253-7513) or Helen Dobbins (253-7098).

We wish you a safe and happy Spring Break.

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