This notice applies to the pay period from 12/13/12 to 12/26/12.

This email is being sent as a reminder to please remember to update the hours in Web Time Entry to consider the Winter Break Holidays from Wednesday, December 19th through Tuesday January 1st.

**Please note Winter Break spans over two separate pay periods.**

If you will be off for Winter Break, we recommend and encourage you to complete your Web Time entry on your last working day prior to the pay ending date of 12/26/2012. Supervisors can also review and approve employee's time sheets as well.

The web time entry deadline for employees will be 11:59 pm on Thursday 12/27/2012 and the deadline for supervisor approval will be 11:59 pm on Friday 12/28/2012. These deadlines are crucial for Payroll to process payroll on Wednesday, January 2nd 2013.

*** 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.

If an employee did work on the holiday, please state so in the comment section when approving their timesheet.

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 Winter Break need to delete the time in the "Hours Worked" column.

2. Employees that receive holiday pay and **DO NOT** work during Winter 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. Full time Faculty do **NOT** need to input Holiday Pay.

***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). Full time Faculty do **NOT** need to input Holiday Pay.
3. Full time hourly employees that receive holiday pay AND were authorized to work during Winter 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.

Supervisors - If an employee did work on any of the days during Winter Break, please state so in the comment section when approving their timesheet. This does not apply to the supervisors of public safety officers.

**Please note:** If Exempt Employees work during the Winter 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 Winter Break will input the hours actually worked in the "Hours Worked" column.

Supervisors - If an employee did work on any of the days during Winter Break, please state so in the comment section when approving their timesheet. This does not apply to the supervisors of public safety officers.

If you have any questions, please feel free to contact the Payroll Department.

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We wish you a safe and happy Winter Break.

Lorinda
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