

## Hourly Intermittent Employee Information

**Pay Period:** Pay periods don't always match the calendar month. The respective employee and supervisor are responsible for referring to the University's College Year Calendar in-order to insure the appropriate dates are reported for a particular month. Please refer to the College Year Calendar, for inclusive dates during a given pay period, (see College Year Calendar). (sample below illustrates how July 31<sup>st</sup> fall in the August 2008 pay period and August 31<sup>st</sup> doesn't appear because it's been carried forward to the September 2008 pay period).

JULY 2008							AUGUST 2008						
Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30				27	28	29	30			

**Timesheets/Pay Days:** Payroll will provide an electronic timesheet to the employee or their supervisor. The completed timesheet is to be signed by the approving authority and are due in the Payroll Office on the 1<sup>st</sup> working day of the next month. Provided your timesheets are submitted to Payroll on time, paychecks are issued on the 15<sup>th</sup> of the month (for work completed the previous or prior months). If the 15<sup>th</sup> falls on a Saturday, your paycheck will be released on the preceding Friday, if it falls on a Sunday, your paycheck will be released on the following Monday. Paychecks are available for pick-up at Cashier's, located in the Mary Stuart Rogers Bldg. A photo I.D. is required for identification purposes.

**State Service:** Each accumulation of 160 hours of paid employment constitutes one month of state service credit.

**Leave Credits:**

**Vacation (V)** – Monthly accrual is based on the length of state service credits (see chart below) the employee has earned. Corresponding credit hours are posted to the employee's Leave accrual balance and are available on the first day of the pay period following the completion of a qualifying state service month.

Length of Service	Vacation Credit Hours Per Pay Period
1 Month to 36 Months	6-2/3
37 Months to 72 Months	10
73 Months to 120 Months	11-1/3
121 Months to 180 Months	12-2/3
181 Months to 240 Months	14
241 Months to 300 Months	15-1/3
301 Months & Over	16

**Sick Leave** (S = personal leave, SF = family leave, SD = family death) – Eight (8) hours are available on the first day of the pay period following the completion of a qualifying state service month (e.g. 160 hrs of paid employment).

**Bereavement Leave** (B) – An hourly intermittent employee is eligible for bereavement leave per the applicable collective bargaining agreement and only for days/hours they were scheduled to work. Visit: Current Collective Bargaining Agreements

**Personal Holiday** (PH) – Upon hire, one Personal Holiday is available for personal use during each calendar year. This can only be paid in a pay period in which the employee has submitted actual hours worked, and must be used to cover an entire day prior to December 31, or it is forfeited. The chart below calculates the number of hours an employee is entitled to that is based on the total number of hours worked in the pay period, and will be reported on a timesheet and submitted to Payroll for payment. Those hours (\*) must be reflected on the Absence & Additional Time Worked Report (STD 634) on line 7f. Download: STD 634.pdf

**Holiday Pay** (H) – Intermittent hourly employees are entitled to holiday pay for each holiday observed by the campus in accordance with the following chart. Payroll will automatically calculate any holiday pay due the employee.

**HOLIDAY & PERSONAL HOLIDAY CONVERSION**

Hours in Pay Status (hours worked) During Pay Period	*Eligible Hours for Holiday & Personal Holiday
0 – 10.9	0
11 – 30.9	1
31 – 50.9	2
51 – 70.9	3
71 – 90.9	4
91 – 110.9	5
111 – 130.9	6
131 – 150.9	7
151 or over	8

**Holiday Informal Time Off** (HITO) – In December, at the discretion of the incumbent Governor, a gift of informal time-off may be authorized in celebration of the Holidays. If so gifted, Human Resources will notify the campus via announcements and include detailed instructions on how to properly reflect the HITO for hourly employees.

For additional information on Hourly Intermittent appointments or questions regarding the hire of a Retired Annuitant, please contact staff in Human Resources at (209) 667-3351.

**NOTE:** Retired Annuitants, CSUEU per diem and Unit 11 employees are excluded from the above Leave Credits available to Hourly Intermittent employees. However, Unit 11 Teaching Associates are eligible to accrue sick leave only.