

Day of Reflection Timecard Coding

In response to Jim Cuno's call for staff to have a Day of Reflection, employees scheduled to work on Wednesday, June 17, 2020, will be paid for the hours they are regularly scheduled to work for that day.

Non-exempt employees who are scheduled to work on June 17 should select the pay code **OHP** and enter the total hours they are scheduled to work for that day. Supervisors of employees who swipe a time clock should adjust an employee's timecard by following this same procedure.

Exempt employees do not need to adjust their timecards.

Employees who are scheduled to work but are unable to participate on June 17 due to operational requirements will be given an alternative Day of Reflection during the next pay period. You will either be scheduled for a different day or you may talk to your supervisor to schedule an alternative Day of Reflection. Employees who are not scheduled to work or who are already recording OHP on their timecard for this day are not eligible for an alternative Day of Reflection.

Please contact your Human Resources Specialist if you have any questions related to pay or how to record your time.