Syracuse University
Office of Human Resources

March 6, 2018

Memorandum to Staff Responsible for Payroll and Timekeeping

From: Andrew R. Gordon
Senior Vice President and Chief Human Resource Officer

Re: Pay and Time Reporting for Winter Storm

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We greatly appreciate the patience and dedication of all of our faculty and staff last week in handling the impact of the winter storm to the University's operations on Friday, March 2.

In response to the University's operating on a limited basis on Friday March 2, some employees were not required to report to work for their normal work day. Others, specified as essential employees, were asked to report to work to ensure continuity of campus services.

All exempt and non-exempt staff (regular and temporary employees) will be paid for the hours they were regularly scheduled to work on Friday, March 2. In addition, any essential employees who reported to work on Friday March 2 will receive an additional hour of paid time off in the form of a special floating holiday for every hour worked, not to exceed 8 hours, to be taken on or before June 30, 2018.

The University will continue to review our practices under these circumstances to improve our processes in line with best practices and the interests of our University operations.

For the purposes of time reporting, please follow the guidelines below:

1. Time for exempt and non-exempt staff who were not required to report to campus should be coded as "Excused Absence with Pay" if they did not work [pay code 085] or Regular Pay if they worked from home [pay code 001 for exempt employees and 010 for non-exempt employees].

2. The additional special floating holiday time, when taken, should be coded in the PeopleSoft system as Special Floating Holiday [pay code 535] and in the FAMIS system as "SPCFLTHLDY." In both systems, use MyCode 165300 to track payroll changes for financial reporting purposes.

If you have any questions, please contact the HR or Payroll Service Centers at 443-4042.