

SENT VIA EMAIL

Date: March 5, 2010

To: UCSC Managers and Supervisors

Fr: Charlotte Moreno, Assistant Vice Chancellor, Staff Human Resources  
Pamela Peterson, Assistant Vice Chancellor, Academic Personnel

Re: Employee Time Reporting for March 4, 2010

Dear Colleagues:

This is to provide information regarding pay status and time reporting for academic and staff employees impacted by campus access issues due to March 4 activities.

Based upon your employee's work schedule and whether they are an exempt or non-exempt employee, the following information will determine the appropriate pay status and time reporting for March 4, 2010:

**Non-exempt employees** who were scheduled to report to work but did not do so because of access to campus issues will record administrative leave with pay on their time sheet. Those employees who came to work for part of the day should record a combination of regular time worked and administrative leave with pay.

**Exempt employees** report leave taken in whole day increments, so if they worked any portion of March 4<sup>th</sup>, it is considered a normal work day for the purposes of their time sheet. Therefore, exempt employees should only record administrative leave with pay if they were scheduled to work, but did not report to work due to campus access issues.

Employees who were on approved leave (e.g., furlough, vacation, sick, etc.), and employees who worked at alternative locations, will record time worked in the usual manner.

For questions involving staff employees, please contact your SHR Service Team.

For questions involving academic employees, please contact the Academic Personnel Office (459-5779) or your divisional academic personnel coordinator.