

TIMESHEET TIPS

HOURS WORKED

- Always enter the actual hours worked in “Regular Hourly” in MUNIS

CALL-OUT PAY/CALL-OUT SUPPLEMENTARY PAY

- GENERAL TIPS:
 - o YOU ARE ONLY ELIGIBLE FOR Call out Pay or Call-Out Supplementary Pay when you are:
 1. called out **more than 2 hours before your scheduled shift or more than one hour after** the end of your shift; **AND**
 2. you have to report to a **Town worksite or facility**. **.OR**
 3. you cover a shift with less than 24 hours notice
 - o All time entered in “Call-Out Pay < 2” in MUNIS should be less than 2 hours.
 - o Time entered in “Call-Out Pay < 2” in MUNIS is not hours actually worked. This “Call-Out Pay < 2” entry is the difference between hours actually worked and 2 hours. Enter actual hours worked in “Regular Hourly” in MUNIS
 - o You should never have both Call-Out Supplementary Pay and Overtime on a timesheet **UNLESS** all the time worked on call-out is not accounted for in overtime. For example, if an employee worked 5 hours on call-out, but only ends up working 43 hours total in the week (causing 3 hours of overtime), then the employee should enter 2 hours in call-out supplementary pay.
 - Ex: employee who typically works 8 hour shift M-F is called out on Monday for 5 hours, then works regular 8 hour shift on M. Employee then works 4 hour shift on Tues and 8 hours on both Wednesday and Thursday. On Friday, the employee needs to work 10 hours. In this scenario, the employee works 43 hours in a week and receives 3 hours of overtime, but the employee worked 5 total hours on the call-out. In this scenario, the employee would enter 2 hours in call-out supplementary pay.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
REGULAR HOURS	13	4	8	8	5	40
	Activity code: 5 hours call-out					
OVERTIME					3	3
CALL-OUT SUPP PAY	2					2

- o “Call-Out Supplementary Pay” will only occur during work weeks with either a holiday or MTO/VAC/SICK leave used.

- **If your call-out is less than 2 hours** – should always be **time entered** in “Call-Out Pay < 2” in MUNIS. Entry for “Call-Out Pay < 2” will always be less than 2 hours
 - o Enter “Call-Out Pay < 2” in MUNIS
 - “Call-Out Pay < 2” entry in MUNIS is 2 hours minus hours actually worked on Call-out
 - If 1 hour call-out, enter 1 hour in “Regular Hourly” in MUNIS and 1 hour in “Call-Out Pay < 2” in MUNIS.
 - o Enter hours actually worked on Call-Out in “Regular Hourly” in MUNIS
 - Use “Add line item” in MUNIS to designate Call-out hours actually worked in Activity Code and regular shift hours actually worked. (See below)

Enter time

ACCOUNTING ASSOCIATE

Adding 82.50 from 10/10/2022 to 10/20/2022 [Copy from previous week](#) [Save for later](#) [Submit](#)

Sep 2022	Nov 2022	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total
prior week	next week	10/15	10/16	10/17	10/18	10/19	10/20	10/21	
150 - REGULAR HOURLY									
				9	8	8	8		33
Hours 1 Activity 21 (CALL-OUT) FLSA period Current week Edit Delete Hours 8 FLSA period Current week Edit Delete									
Hours	Activity	Notes	FLSA period						
<input type="text"/>	<input type="text"/>	<input type="text"/>	Current week	Add line item					
200 - OVERTIME 1.5									

- o Call-out Supplementary Pay may apply, if the hours worked on call-out do not trigger overtime. Call-Out Supplementary Pay should be actual hours worked on call-out.
- o When overtime is not triggered by call-out less than 2 hours, there will be entries for both “Call-Out Pay < 2” and “Call out Supplementary Pay” on timesheet.
- **If your call out is 2 hours or more**, there should be nothing entered for “Call-Out Pay < 2” in MUNIS.
 - o If your call-out hours do not result in overtime, you should enter actual hours worked during call-out in “Call-Out Supplementary Pay” in addition to entering those hours in “Regular Hourly” worked.
 - o If your call-out hours do result in overtime, there should be nothing entered in “Call-Out Supplementary Pay.”
- **If you cover a shift with less than 24 hours notice (emergency shift coverage)**, you are eligible for “Call-Out Supplementary Pay” if your hours worked during emergency shift coverage do not result in overtime.

SHIFT DIFFERENTIAL

- Eligible for hours worked between 6:00 PM to 6:00 AM. Enter actual hours worked in “Regular Hourly” in MUNIS and hours worked between 6:00 PM and 6:00 AM in “Shift Differential” in MUNIS

ON-CALL

- This should be entered separately from Call-Out Pay/Call-Out Supplementary Pay

HOLIDAY PAY/HOLIDAY SUPPLEMENTARY PAY

2022 Holiday Schedule		
January 1	Saturday	New Year's Day (<i>Observed Monday January 3</i>)
January 17	Monday	Civil Rights Day / MLK Day
February 21	Monday	Presidents Day
May 30	Monday	Memorial Day
July 4	Monday	Independence Day
September 5	Monday	Labor Day
November 11	Friday	Veteran's Day
November 24	Thursday	Thanksgiving Day
November 25	Friday	Day after Thanksgiving
December 24	Saturday	Christmas Eve (<i>Observed Friday, December 23</i>)
December 25	Sunday	Christmas Day (<i>Observed Monday, December 26</i>)
December 31	Saturday	New Year's Eve (<i>Observed Friday, December 30</i>)

ACTUAL
HOLIDAY

- GENERAL TIPS
 - o “Holiday Pay” MUNIS entry should always be your regular shift hours (ex: 8/10/12 hour shift).
 - o If actual holiday falls on weekend and there is an Observed Holiday on Friday or Monday, “Holiday Pay” MUNIS entry should be on the date of the Observed Holiday.
 - o “Holiday Supplementary Pay” MUNIS entry should only be hours worked on Actual Holiday.
 - o If you only work a portion of your shift on Actual Holiday, enter actual hours worked on Actual Holiday in “Holiday Supplementary Pay” in MUNIS.
 - EX: you work from 9:00 PM starting on Christmas Day to 6:00 AM on the day after Christmas. Enter 3 hours in “Holiday Supplementary Pay”.
- If you are **working on Town holiday that falls on Actual Holiday** (ie it is not an observed holiday), you will enter on date of Actual Holiday:
 1. Hours worked in “Regular Hourly” in MUNIS; **and**
 2. Regular shift hours (8/10/12 hour) in “Holiday Pay” in MUNIS; **and**
 3. Hours worked on Actual Holiday in “Holiday Supplementary Pay” in MUNIS.
- If you are **working on an Observed Town holiday**, you will enter on date of Observed Holiday:
 1. Hours worked in “Regular Hourly” in MUNIS; **and**
 2. Regular shift hours (8/10/12 hour) in “Holiday Pay” in MUNIS.

THERE SHOULD BE NO “HOLIDAY SUPPLEMENTARY PAY” ENTRY IN MUNIS