

Sign Off Deadlines for December, 2018

- SHRA Biweekly 14 (12/24/18 – 1/6/19) Sign off Deadline: **5:00 p.m. on Tuesday, Jan. 8, 2019**
- EHRA Monthly (December) Sign off Deadline: **5:00 p.m. on Tuesday, Jan. 15, 2019**

Holiday Reminders

- **Upcoming Holidays** in Biweekly 14 (12/24/18 – 1/6/19): Monday Dec. 24, Tuesday Dec. 25, Wednesday Dec. 26, Monday Dec. 31, and Tuesday, Jan. 1.
- Holiday hours appear automatically in TIM for SHRA employees with 50%, 75%, 80%, and 100% FTE.
- For SHRA permanent employees whose FTE percentage is not equal to 50%, 75% or 80% or 100%, TIM Administrators must select the 'Holiday' pay code and enter the pro-rated amount of holiday hours on the day with the holiday in the timecard. To find these employees in your department(s), select the new '**FTE- Other**' hyperfind from the drop down box in the right corner of the Manage My Department tab.
- If an employee is not eligible to receive holiday hours, insert a row on the day with the holiday, select the 'Holiday' pay code, and enter a negative amount of hours in the timecard.
- Hours worked on a Holiday will automatically be calculated as Regular or Overtime. If the hours worked on the Holiday were required to be worked, insert a row, select the 'Holiday Premium' pay code, and enter the amount of hours worked on the holiday. Both the hours worked and Holiday Premium hours must appear in the timecard on the Holiday worked.
- Holidays may not appear in the timecard in advance. They will appear in the week with the Holiday. 2019 Holidays will not appear until Jan. 2, 2019. Holidays do not appear in EHRA timecards and do not need to be entered.

University Closed Days

- **Upcoming University Closed Days:** **Thursday Dec. 27 and Friday Dec. 28**
- On a University Closed Day, the University is closed and leave must be used. Employees can use vacation leave, bonus leave, or earned compensatory time.
- If no leave is available, SHRA Non-Exempt employees will not enter anything in TIM for the hours missed and will not be paid for those hours. For SHRA Exempt and EHRA employees, a Dock in Pay action in ConnectCarolina via the Lump Sum ePAR should be processed. Please contact the ConnectCarolina help desk if you need assistance.