

## **FAQ for Beneficence Days Payroll Schedule**

This FAQ is a living document and will continue to be updated as more questions arise and more information becomes available.

### **Why is the Payroll Schedule changing for the last payroll period of the year, pay #26?**

The Office for People and Culture (formerly Human Resources) recognizes the importance of down time to refresh and recharge, therefore in preparation for the upcoming holidays, we have updated the payroll processing schedule to account for the approved Beneficence Days. These changes impact you and are meant to avoid asking you to work (review timecards, make edits, enter time off, etc.) over the holiday break.

### **What is changing for Supervisors and Timekeepers in UKG for payroll processing #26?**

Instead of approvals being due on Tuesday 12/26/2023, a Beneficence Day, we are asking that UKG Supervisors and Timekeepers complete all approvals (pending timecard edits, time off requests, and timecards) for pay period dates 12/10 -12/23/2023 by 10:00 AM on Thursday 12/21/2023.

We are also asking you to log in on Tuesday 1/2/2024 to do a final review of timecards and approve them by 12:00 PM.

### **When should Supervisors and Timekeepers start preparing for pay #26?**

Starting the week of 12/10/2023, Supervisors and Timekeepers should start monitoring UKG daily to approve time off requests and/or resolve absences and timecard errors. You should also review missing or duplicate punches in preparation for the early approvals on Thursday 12/21/2023 by 10:00 AM.

### **What if I work during the holiday, have overtime or callback pay for the timeframe of 12/18-12/23/2023?**

Payroll will pull all hours from 12/10 – 12/20/2023 (including overtime and call back pay) and add an estimate for regular hours and holiday hours for the timeframe of 12/21 – 12/23/2023, in order to process the 12/29/2023 pay checks early. Please note that holiday worked, overtime, and callback will not be estimated for the timeframe of 12/21 – 12/23/2023 but rather reconciled and paid upon our return in early January with payment for hours due to the employee on 1/5/2024.

### **What will Supervisors and Timekeepers be responsible for when they return on 1/2/2024 for pay #26?**

Supervisors and Timekeepers will need to make any necessary edits to their employee's timecards for the previous pay period. They will need to finalize all prior pay period timecards and approve them by 12:00 PM.

### **When will missed hours worked that are reconciled upon return on 1/2/2024 be paid?**

Direct deposits will go out for hours worked, but not paid, by 1/5/2024.