

LawTime – How it Works

Category	Rules	How LawTime Handles
Work Cycles	This system is designed to handle 28 day work cycles in accordance with FLSA and OSHR policy.	A systems calendar controls the cycle dates. Go-Live Cycles begin on the following dates: 01/26/15, 02/23/15, 03/23/15, 04/20/15etc.
Regular Hours Worked	Law Enforcement Officers are paid for 173.33 regular hours monthly (1/12 of their annual salary). This pay covers 160 regular hours over the 28 day cycle. Often 168 hours are scheduled over the 28 day cycle.	LawTime sums hours shown in regular hours worked, holiday (see holiday rules below), leave taken, and official closing hours (see special rules below). Hours over or short of 160 are combined with “extra hours worked” and used for offsetting leave taken during the cycle. Remaining hours are calculated for 1.5/1.0 time and are either paid or accrued as compensatory time, as directed by the supervisor in the final line of the report.
Extra Hours Worked	LEO work hours outside their regular schedule on related tasks, such as finishing up paperwork, reporting early or staying over for meetings, filling in for absent officers.	These hours outside the regular schedule are entered in the 2 nd line on the leave report. They are treated as hours that need to be compensated in addition to regular pay. They are combined with other extra hours worked and used for offsetting leave taken during the cycle. Remaining hours are calculated for 1.5/1.0 time and are either paid or accrued as compensatory time, as directed by the supervisor in the final line of the report.
LEO Special Event Work Hours	LEOs often are required to work special events such as ball games and university sponsored performances in addition to their regular schedule. Hours for these events are usually paid by the university department sponsoring the event, and at most schools, officers receive pay instead of comp time.	Unfortunately (and misguidedly I believe) OSHR has ruled that hours worked for Special Events, like all other extra hours, must be used for offsetting leave taken. If hours remain after leave offsetting, LawTime will send them to a pay code, rather than a comp time accrual code. Every Time, no options. If management wants hours to not be paid to the extent possible, hours should be entered in “Extra Hours Worked.”
Paid Holiday	Officers are entitled to 8 hours for a holiday, regardless of whether they work.	LawTime gives credit for paid holiday by counting hours entered in “Paid Holiday” in its initial calculation to determine if the 160 hours paid in default pay have been accounted for.

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<p>Holiday Worked</p>	<p>Number of hours worked on the holiday, whether scheduled hours or extra hours should be entered in the “Holiday Worked” block. (Be sure that the hours paid in default pay are entered in “Paid Holiday also)</p>	<p>LawTime crosswalks hours in “holiday worked to the Holiday premium pay code where they are paid at .50 x hourly rate. Holiday hours worked are combined with other extra hours worked and used for offsetting leave taken during the cycle. Remaining hours are calculated for 1.5/1.0 time and are either paid or accrued as compensatory time, as directed by the supervisor in the final line of the report.</p>
<p>Shift Premium</p>	<p>Hours worked in the 2nd or 3rd shifts (Enter shift premium hours in addition to “Regular Hours Worked”)</p>	<p>LawTime verifies that shift hours do not exceed work hours for the day and crosswalks max of work hours to payroll to be paid at .10 x hourly rate.</p>
<p>Accrued Comp Time Taken, Bonus, Vacation, Sick, and Community Service leave taken.</p>	<p>Hours taken in this category to cover hours that are regularly scheduled should be entered in the appropriate block.</p>	<p>If extra hours have been worked, hours taken will be offset and any remaining hours taken will be processed through payroll, using the usual leave priority rules.</p>
<p>Civil Leave Taken</p>	<p>Requires summons be presented to supervisor. Enter hours approved in appropriate block</p>	<p>Does not offset. Shows on paystub, but does not reduce any leave accrual bucket.</p>
<p>Military Leave Taken</p>	<p>Requires military documentation of reserve status be presented to HR leave administration by October 1 each year so that hours may be accrued in the Military Leave bucket. Requires documentation be presented supervisor when hours are used. These hours are not for use for those going on active duty – just for reserve training. Enter hours taken in appropriate block.</p>	<p>Hours will process through payroll and reduce hours in the Military Leave Accrual bucket.</p>
<p>Adverse Weather Taken</p>	<p>May be used with management approval when it is unsafe to travel to/from work or when non-essential services have been curtailed. Requires supervisory approval. Enter hours in appropriate block. Hours taken must be made up within 90 days.</p>	<p>Adverse weather hours are offset by extra hours worked in the cycle. If not offset in the current cycle, hours will x-walk and hit the Adverse Weather Accrual bucket as a negative. The first extra hours worked in subsequent cycles will be used to make up adverse weather negatives.</p>

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Shared Leave Taken	Use only when you have been approved for Shared Leave donations. Follow directions from HR Leave Administrator when using this leave.	Leave is offset by extra hours worked. Any remaining hours taken will be processed through payroll, using the usual leave priority rules.
Other Leave Taken	This category is tightly controlled. It can be used for incidents outlined in the OSHR policy such as Organ donation. It can also be used when the officer has been put on official paid leave for investigation purposes. If used, a comment must be entered on the Leave Report citing why its use is appropriate	Hours will x-walk to payroll. There is no bucket of accrued hours to reduce. Use of this leave is closely monitored by HR Leave Administration.
Emergency Closing Paid Time	If the university is “officially closed for an emergency” for any period during the officer’s assigned shift, the hours of closing should be entered in “University Closing Paid Time” instead of “Regular Hours Worked” This is to record for LawTime that the university was closed so that it can generate appropriate comp time hours.	LawTime uses hours in this block in its first calculation to account for the 160 hours paid in regular default pay. It also uses hours in this block in the comp time calculation if the officer worked during the period.
Emergency Closing Hours Worked	The hours physically worked during the official emergency closing should be entered in this category. It is possible that the hours could be less than, equal to, or greater than the hours entered in “official university closing. In the event of an official closing, the leave administrator will provide specific guidance on completing leave reports.	SmartTime cross walks “Emergency Closing Hours” up to the number of hours found for that day in the “Emergency Closing Paid Time” block to payroll where hours fall into the CTUC bucket (Emergency Closing). These hours must be taken within 12 months. These are use or lose hours, and they must be used after other comp time is exhausted. Hours in this block that exceed the hours in “Emergency Closing Paid Time” are added to other extra hours worked. They are first used for leave offsetting, and remaining hours are calculated for 1.0/1.5 times and x-walked to either comptime or pay buckets based on supervisor’s instructions.
On-Call Scheduled Hours	We do not generally see on-call for police	On-Call hours are reduced by any call-back hours

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	<p>officers since this is a 24/7 operation. If on-call has been officially approved for a category of officers and approval nailed to the wall in both the police department and the HR leave administration office (figuratively), hours on-call should be entered on a daily basis in the block.</p>	<p>worked and crossed-walk to payroll to be paid at the established on-call rate. Please note that on-call hours plus work hours may not exceed 24 on any day. Pay attention to weekends.</p>
On-Call Hours Worked	<p>Hours worked when called in should be entered in this category on a daily basis. A minimum of two hours should be entered for work that requires a return to a work site. Work that may be accomplished by phone or computer has a 30 minute minimum. Note: If on-call is scheduled on an official university holiday, work hours should be entered in the Holiday Worked Line instead of the “on-call hours worked” line to ensure holiday premium pay is generated.</p>	<p>On-Call hours worked are treated like other extra hours. They are used for offsetting leave taken during the cycle. Remaining hours are calculated for 1.5/1.0 time and are either paid or accrued as compensatory time, as directed by the supervisor in the final line of the report.</p>
Supervisor Use	For supervisor use only	See special instructions for supervisor