



## Employee Time Entry – Summer 2023 Bonus PTO Pilot Program “Five Fours”


Following a recommendation from the University Employee Morale Task Force, University leadership will provide administrative and classified staff with the opportunity to take an additional 20 hours of paid time off during the summer of 2023. The additional time is intended to provide flexibility during the summer months when there is less activity on campuses. The hours may be used in hourly increments and **must receive the pre-approval of the employee’s supervisor** through the appropriate leave request process. These hours are not counted as time worked to determine overtime pay and can only be used when the employee is otherwise scheduled to work. The "Five Fours" hours will appear as a new PTO option labeled “Extra PTO” and is not used or added to any existing vacation balance in determining vacation hour maximums. Employees are encouraged to use these additional PTO hours before using any regular vacation or personal days.

The hours are available to be used from June 18th through August 12th for employees paid on the bi-weekly cycle. Any unused hours will expire on August 13th for bi-weekly paid employees. Unused hours are not subject to the University’s vacation payout policy upon termination or any payout provision in any collective bargaining agreement. The use or non-use of these hours does not affect any vacation carry over hours that may be available after June 30, 2023.

### TIME ENTRY

- Click on the *My Timesheet* link in the Time Entry box.
- Enter your in/out times for the week in the Reg Hrly Pay row
  - Enter your time in and out to reflect the actual times you work. Do NOT enter time to match your regular schedule.

### INSERT A NEW ROW:

- When you have more than one time In/Out for the same day, or need a row to report Paid Time Off you must insert another row on the timesheet.
  - Click the plus sign  to the left of the Pay Code to insert the row.
  - Choose appropriate pay code and record time. Click **triangle to right** of *Reg Hrly Pay* Code for a list of pay codes. Do not click triangle to left of Pay Code.

### SPECIAL PAY CODES FOR SUMMER 2023 BONUS PTO PILOT PROGRAM “FIVE HOURS”

You will see a new Paid Time Off box labeled “Extra PTO”. It will be populated with the appropriate number of hours as determined by University Human Resources.

- Employees will need to enter their “Extra PTO” time manually. Workforce will not automatically populate those hours
  - To use, add a row, select the pay code “**Extra PTO**”.
  - Enter the number of hours for the day.
  - Must be used in 1-hour increments.
  - “Extra PTO” hours DO NOT count towards the overtime calculations for the week.

ADDING COMMENTS

Adding comments to your timesheet is not required. However, please feel free to use the comments field to add anything you feel is appropriate or is requested by a supervisor.

**Intermittent employees are not entitled to “Extra PTO”.**

For questions regarding the Summer 2023 Bonus PTO Pilot Program “Five Fours”, contact University Human Resources at 740- 593-1636, or email [uhr@ohio.edu](mailto:uhr@ohio.edu)

For Workforce specific questions, contact Payroll by emailing [payroll@ohio.edu](mailto:payroll@ohio.edu)

All Workforce training documents can be found at <https://www.ohio.edu/hr/resources/hr-system-training>