

## Bonus Day for Calendar Year 2023

As recently announced, the University has awarded an additional paid day off (bonus day) on July 3, 2023. This bonus day is granted for 2023 only and is **not** an official University Holiday and should not be treated as such.

**Please Note:** For employees who have already reported an absence in Absence Management for this day, no action is required. The system will be programmed to ignore the absence request. However, time reporters must report BDO for their scheduled hours in order to be paid for the day.

## Time Reporting Scenarios for Clerical/Technical Workers

Many users have asked which time types to use when reporting time for the bonus day. Here are some guidelines for **clerical/technical workers**.

For the bonus day this year (July 3rd), non-exempt employees will be paid double time for hours worked, they will not be able to “bank” time to be taken later. In addition to reporting Regular (REG) for hours worked, there are three-time reporting/earnings codes to report this time.

Time Reporting Codes:

BDO – Bonus Day Off

- Used to report hours scheduled but not worked
- Paid at hourly rate
- Does not add to overtime hours

BDW – Bonus Day Worked

- Used to report hours worked (to pay double time)
- Paid at hourly rate
- Does not add to overtime hours but does add to FLSA rate

BDP– Bonus Day Paid

- Used to pay out hours for those not scheduled to work (payout is one-fifth of the employees scheduled hours for the week)
- Paid at Hourly Rate
- Does not add to Overtime Hours

REG\*– Regular

- Used to report hours worked
- Paid at hourly rate

Bonus Day Time Reporting Scenarios (all scenarios assume a 35-hour schedule)	
Employee scheduled but not working on July 3	Report: 7/3 BDO 7
Employee scheduled but works only the morning of July 3.	Report: 7/3 REG 3.50 BDW 3.50 BDO 3.50
Employee is not scheduled to work on July 3.	Report: 7/3 BDP 7
Employee works 7 hours on July 3.	Report 7/3 REG 7

BDW 7
Employee works 10 hours on July 3. Report 7/3 REG 10 BDW 10
Employee not scheduled to work on July 3, works 3 hours. Report 7/3 REG 3 BDW 3 BDP 4
<b>Bonus Day Time Reporting Scenarios (compressed work week (35 hour schedule))</b>
Employee working compressed week, not scheduled for 7/3 Report: 7/3 BDP 7 (1/5 of scheduled hours)
Employee working compressed week, scheduled to work on 7/3 but not working Report: 7/3 BDO 8.75 (scheduled hours for the day)
Employee working compressed week, scheduled to work and works part of day on 7/3 Report: 7/3 REG 3 BDW 3 BDO 5.75 (hours to make up scheduled hours for day)
Employee working compressed week not scheduled to work on July 3, works 3 hours. Report 7/3 REG 3 BDW 3 BDP 4 (hours to make up 1/5 scheduled hours for week)

\*The REG hours will add to overtime hours for the week and could create overtime premium pay for the week.