

HOURLY INTERMITTENT EMPLOYEE INFORMATION

Pay Period/ Pay Days

Pay periods do not always match the calendar month. Departments are responsible for referring to the Campus Calendar in order to ensure the appropriate dates are reported for a particular month. Please refer to the campus calendar for inclusive dates during a given pay period.

Although there is not a set pay day for intermittent employees, pay is requested by the Payroll Analyst within 2 days of receiving the attendance. Generally, and dependent on submission date, payments are made available at Cashiering on or around the 7th of the following month.

Appointments

For additional information on Hourly Intermittent appointments or questions regarding the hire of a Retired Annuitant, please contact Staff Human Resources at x6771.

Attendance Reporting

Monthly attendance for Hourly Intermittent employees is submitted on scheduled due dates referred to on the PBHRIS Activity Calendar. Departments are required to submit (1) a signed Attendance Certification Statement, (2) Attendance Certification Report and (3) a signed original Absence Report & Intermittent Employee Timesheet STD 634 for all employees that worked during the pay period. The Attendance Certification Statement should include all units being certified for main attendance. In order to process payments accurately, each STD 634 must be completed, 'Time Worked' must reflect the total hours for each day that the employee should receive pay (including paid absences and holiday compensation.) Departments are also responsible for documenting the applicable leave and number of hours for any paid absences.

State Service

Each accumulation of 160 hours of paid employment constitutes one month of state service credit.

Leave Credits

Vacation (V)

Monthly accrual is based on the number of state service credits (see chart.)
Corresponding Hours are available on the first day of the pay period following the completion of a qualifying state service month.

Length of Service	Vacation Credit Per Pay Period	
	Days	Hours
1 Month to 3 Years	5/6	6-2/3
37 Months to 6 Years	1-1/4	10
73 Months to 10 Years	1-5/12	11-1/3
121 Months to 15 Years	1-7/12	12-2/3
181 Months to 20 Years	1-3/4	14
241 Months to 25 Years	1-11/12	15-1/3

301 Months and Over	2-	16
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Sick Leave (S = personal leave, SF = family leave, SD = family death)

Eight (8) hours are available on the first day of the pay period following the completion of a qualifying state service month.

Personal Holiday (PH)

Upon hire, one Personal Holiday is available for personal use during each calendar year. It must be used to cover an entire day prior to December 31, or it will be lost. Use the chart below to accurately reflect the number of hours an employee is entitled to for their PH. Those hours must be reflected on the STD 634 in two places, line 7a and line 7f, in order for Payroll to request the appropriate payment.

Holiday Pay (H)

Intermittent hourly employees (Retired Annuitants excluded) are entitled to holiday pay for each holiday observed by the campus in accordance with the following table.

Hours on Pay Status During Pay Period	Holiday Pay in Hours for Each Holiday
0 – 10.9	0
11 – 30.9	1
31 – 50.9	2
51 – 70.9	3
71 – 90.9	4
91 – 110.9	5
111 – 130.9	6
131 – 150.9	7
151 or over	8

Holiday Informal Time Off (HITO)

In December, the Governor may authorize informal time off in celebration of the Christmas and New Year's holiday. If so, Human Resources will notify the campus via Announcements and include detailed instructions on how to properly reflect HITO for hourly employees.