

MEMORANDUM

TO: UNI Merit Supervisory & Confidential Employees
FROM: Kim Andersen, Payroll Clerk IV
DATE: April 29, 2016
SUBJECT: Compensatory Time Earned and Payout

Merit Supervisory and Confidential (S/C) staff can accumulate a maximum balance of 80 hours of compensatory time earned. Any hours over 80 are paid out each month automatically. In the event a department does not have an overtime budget, employees can be requested to utilize compensatory balances. Unlike the automatic payout to AFSCME employees, compensatory time balances of S/C employees are not automatically paid out in July except for balances over 80 hours.

Employees are encouraged to monitor compensatory time balances as reported on their e-Business Leave Balances and Usage Report. Any discrepancies should be reported to Kim Andersen at extension 3-6425 as soon as possible.

CC: Deans, Directors, and Department Heads
Michelle Byers
Brenda Neff
Tonya Gerbracht
Melissa Gevaert

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