

# How to account for hours worked during time change

Standard time will begin at 2 a.m. Sunday, Oct. 28, when clocks will be set back one hour. Employees on duty at the time will work one hour more than their scheduled shift. Salaried nonexempt and bargaining-unit employees who are eligible to be compensated need to record the additional hour on their timecards for the period ending Oct. 28.

For example, if an employee is scheduled to work a 12-hour shift starting at 6 p.m. Saturday and ending at 6:30 a.m. Sunday, the employee would record 12 regular work (or RW) hours and 1 regular work outside regular schedule (or RWO) hour for Saturday, Oct. 27. Exempt employees will record their entire shift as 12 RW.

Contact Todd Beyers at 376-2815 for more information. ♦

