How to enter Jury Duty Pay into HCM Time Collection:

The department should maintain a record of the jury leave usage in the employee's file. You will need to **manually** enter the hours into CU Time for Jury Duty and their STH earnings for that pay period. When entering time into HCM CU Time, departments should first report the actual hours that the student worked during the pay period by entering the hours using the **STH** earnings code (just as you normally would). After entering the actual hours worked, click on the '**+**' key on the Employee Details tab. This should provide you with an additional line to report the hours for jury duty. The department should enter time into time collection by using the 'SJD' (Student Jury Duty) earnings code. Follow the procedure below:

Navigate from HCM to CU Time Collection to CU Employee Reported Time. Select the Add a New Value Tab.

- Earnings Begin Date: **Enter beginning date of the pay period jury duty will paid**
- Earnings End Date: **Enter end date of the pay period jury duty will paid**
- Department: **Enter your ORG number**
- Empl ID: **Enter student ID**
- Empl Record: **Enter student job record number for your department**
- **Add**

Now you will see your batch header and under that section you will see **Employer Reported Time Details** box.

Enter/Select:
- Entry Type: **Regular Earnings**
- Leave the Status as Needs Approval for Now
- Select the **Regular Earnings** Tab
- Enter Earnings Code: **STH** (student hourly)
- Amount: **enter their hours that were not jury duty**
- **Save**
- Select the **Employee Details** tab
- **Add a row by selecting the plus button**
- Entry Type: **Regular Earnings**
- Leave the Status as Needs Approval for Now
- Select the **Regular Earnings** Tab
- Enter Earnings Code: **SJD** (student jury duty)
- Amount: **enter the amount based on information below**
- Select the **Employee Detail** tab
- Switch the Needs Approval to **Approved** (if doing this during off-cycle be sure to select the off-cycle check box)
- **Save**

See some examples for Jury Duty on the next page

EXAMPLE #1:

Determine the <u>days</u> that a student is eligible to be compensated:

A student is called to serve for jury duty and serves four days on a jury beginning on a Monday. The student is normally scheduled to work on Mondays and Thursdays. The student would be eligible for jury duty pay for the regularly scheduled hours on Monday (since Thursday falls outside of the **first three** days of jury service).

Determine the <u>amount</u> to compensate:

The student is eligible for one day of jury duty pay and normally works 2 hours on Monday (their scheduled day). If the pay rate is $15/hour, the jury pay for that day is $30 (since the total calculated pay for the 2 hours that the student is normally scheduled to work is less than the $50 per day maximum).

Pay rate is:	Days Eligible for Jury Duty Pay	Hours scheduled to work on first day of jury service **Monday**	Hours scheduled to work on second day of jury service **Tuesday**	Hours scheduled to work on third day of jury service **Wednesday**	Total Calculated Pay for Scheduled hours	Total Maximum Pay for Jury Duty (Paid by employing department)	Action Taken
$15.00	1	2	0	0	$30.00	$30.00	Report actual hours worked using STH earnings code for the other days not jury duty. Add a row and using the 'SJD' earnings code, enter 2 hours into HCM time collection. (HCM will calculate pay on the student's $15.00 pay rate).

EXAMPLE #2:

Determine the <u>days</u> that a student is eligible to be compensated:

A student is called to serve for jury duty and serves four days on a jury beginning on a Monday. The student is normally scheduled to work on Monday, Tuesday, Wednesday, and Thursday. The student would be eligible for jury duty pay for the regularly scheduled hours on Monday, Tuesday, and Wednesday. They are not paid for Thursday since it falls outside the first three days of jury service.

Determine the <u>amount</u> to compensate:

The student is eligible for three days of jury duty pay and normally works 1 hour on Monday, 1.25 on Tuesday, 1 on Wednesday (their scheduled days). If the pay rate is $15/hour, the jury pay for that day is $48.75 (since the total calculated pay for the 3.25 hours that the student is normally scheduled to work is less than the $50 per day maximum).

Pay rate is:	Days Eligible for Jury Duty Pay	Hours scheduled to work on first day of jury service **Monday**	Hours scheduled to work on second day of jury service **Tuesday**	Hours scheduled to work on third day of jury service **Wednesday**	Total Calculated Pay for Scheduled hours	Total Maximum Pay for Jury Duty (Paid by employing department)	Action Taken
$15.00	3	1	1.25	1	$48.75	$48.75	Report actual hours worked using STH earnings code for the other days not jury duty. Add a row and using the 'SJD' earnings code, enter 3.25 hours into HCM time collection. (HCM will calculate pay on

							the student's $15.00 pay rate).

EXAMPLE #3:

Determine the <u>days</u> that a student is eligible to be compensated:
A student is called to serve for jury duty and serves **four** days on a jury beginning on a Monday. The student is normally scheduled to work on Monday, Tuesday, Wednesday, and Thursday. The student is eligible for jury duty pay for the regularly scheduled hours on Monday, Tuesday, and Wednesday (since Thursday falls outside the first three days of jury service).

Determine the <u>amount</u> to compensate:
The student is eligible for **three** days of jury duty pay and normally works 5 hours on Monday, 6 on Tuesday, 5 on Wednesday (their scheduled days). Thursday they are normally scheduled to work 6 hours, but you will not pay them for that Thursday since they can only be paid for the first three days. If the pay rate is $15/hour, the jury pay is $240 for the three scheduled days.

Pay rate is:	Days Eligible for Jury Duty Pay	Hours scheduled to work on first day of jury service **Monday**	Hours scheduled to work on second day of jury service **Tuesday**	Hours scheduled to work on third day of jury service **Wednesday**	Hours scheduled to work on fourth day of jury service **Thursday**	Total Calculated Pay for Scheduled hours	Total Maximum Pay for Jury Duty (Paid by employing department)	Action Taken
$15.00	3 (The maximum number of days)	5	6	5	0 Even though normally scheduled to work 6, they are not eligible for jury duty on the 4th day.	$240.00	**$240.00**	Report actual hours worked using STH earnings code for the other days not jury duty. Add a row and using the 'SJD' earnings code, enter 16 hours into HCM time collection. (HCM will calculate pay on the student's $15.00 pay rate).