



## 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 Main Menu>CU Time Collection>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'll see your batch header and under that section you'll see **Employer Reported Time Details** box.

Enter/Select:

- Entry Type: **Regular Earnings.**
- Select the Regular Earnings Tab
- Enter Earnings Code: **SJD** (student jury duty)
- Amount: **enter the amount based on information below**
- **Save** and 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**

If you calculated that the student's daily jury duty pay is less than the \$50 daily maximum pay, just enter the hours the student was scheduled to work (up to 3 days) and HRMS will calculate the pay. If the amount of pay exceeds the \$50 daily maximum, you will need to enter a '5' into the 'Hours' field for each day that the student is eligible to be paid (up to a maximum of 15 hours) and enter '\$10' into the 'Override rate' field.

### **EXAMPLE #1:**

#### ***Determine the days 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 amount to compensate:***

The student is eligible for one day of jury duty pay and normally works 6 hours on Monday (their scheduled day). If the pay rate is \$8/hour, the jury pay for that day is \$48 (since the total calculated pay for the 6 hours that the student is normally scheduled to work is less than the \$50 per day maximum).



# Student Employment

UNIVERSITY OF COLORADO BOULDER

| Pay rate is: | Days Eligible for Jury Duty Pay | Hours scheduled to work on first day of jury service | Hours scheduled to work on second day of jury service | Hours scheduled to work on third day of jury service | Total Calculated Pay for Scheduled hours | Total Maximum Pay for Jury Duty (Paid by employing department) | Action Taken  |
|--------------|---------------------------------|--|---|--|--|--|---|
| \$8.00       | 1                               | 6  | 0   | 0  | \$48.00                                  | \$48.00 (since pay is less than the maximum of \$50/day)       | Report actual hours worked using STH earnings code. Insert a pay line and using the 'SJD' earnings code, enter 6 hours into HRMS time collection. (HRMS will calculate pay on the student's \$8.00 pay rate). |

## EXAMPLE #2:

### **Determine the days 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 amount 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). If the pay rate is \$11/hour, the jury pay is \$150 for the three scheduled days (since the total calculated pay for the 16 hours that the student is normally scheduled to work exceeds the \$50 per day maximum).

| Pay rate is: | Days Eligible for Jury Duty Pay   | Hours scheduled to work on first day of jury service | Hours scheduled to work on second day of jury service | Hours scheduled to work on third day of jury service | Total Calculated Pay for Scheduled hours | Total Maximum Pay for Jury Duty (Paid by employing department) | Action Taken   |
|--------------|-----------------------------------|--|---|--|--|--|--|
| \$11.00      | 3<br>(The maximum number of days) | 5  | 6   | 5  | \$176.00                                 | \$150.00 (since pay exceeds \$50 daily maximum)                | Report actual hours worked using STH earnings code. Insert a pay line and using the 'SJD' earnings code, enter 15 hours and \$10 into the override rate field on HRMS. |