



# UW

Human Resources



## UW Summer Hours Begin May 14th

University of Wyoming business and administrative offices will observe summer hours (7:30 a.m. to 4:30 p.m.) beginning Sunday, May 14th through Saturday, August 26th.

Please note UW offices will be closed for Memorial Day on Monday, May 29th and for Independence Day on Tuesday, July 4th.

## Voluntary Reduction in Summer Hours

The continuation of the voluntary reduction in hours for the summer of 2023 has been approved by President Seidel. All full-time benefited employees are eligible to participate in a voluntary reduction of summer hours from 40 to 32 hours per week, with a corresponding reduction in pay and leave accruals. The reduction in hours is available for the months of June, July and August only. Please note that any position deemed critical to university operations may not be approved. Also, any holidays occurring during an elected period will be compensated at 6.40 hours per day. Employees would need to either work or record vacation of 1.6 hours to bring them to 32 hours for the week where a holiday occurs.

Non-exempt employees must use the start and end dates that correspond with the biweekly pay period and can only start the reduction of hours on one of the following dates: Sunday, May 28<sup>th</sup>, June 25<sup>th</sup> or July 23<sup>rd</sup>.

Exempt employees must start the reduced hours on the first of the month, ending on the last day of the month. Please keep in mind if an exempt employee's salary falls below the FLSA salary threshold of \$35,568, they will become non-exempt and can only start on the dates listed above. These employees will also be required to track their daily hours and submit biweekly timecards.

***Please note that these changes can only be submitted by a Decentralized Human Resources Representative (DHR). Employees wanting to voluntarily reduce summer hours MUST work with their supervisor to ensure there is agreement prior to having DHRs submit the WyoCloud HCM transactions.***

- Review the Quick Reference Guide (QRG) [Position Change Request](#), to change the employees FTE to .8 (32 hours).
- The DHR will also need to reduce the salary to reflect the .8 FTE (32 hours). Calculation details are in the [Change Salary](#) QRG.
- Please note these steps ***must be followed a second time*** using the effective date of the return to full hours when the summer hours are completed. ***We do not recommend you submit these second HCM transactions in advance of any 7/1/2023 salary adjustments, as a future dated event.***

Questions can be directed to [ccomp@uwyo.edu](mailto:ccomp@uwyo.edu).