

## Faculty/Staff/Students Working Commencement FAQs

*Faculty/Staff: I want to sign up to work commencement, but I am not sure how to account for my time in UKG. What do I do?*

### Dates of the Commencement:

Graduation Commencement: Friday, May 17, 2024

Undergraduate Commencement: Saturday, May 18<sup>th</sup> and Sunday May 19<sup>th</sup>, 2024

**First – discuss with your supervisor.** If you and your supervisor agree that your time can be reassigned to commencement activities, the options to account for your time worked at the commencement ceremonies are as follows:

**Please note:** Employees (Exempt or Non-Exempt) who register to work a commencement(s) will take equal time from their regularly scheduled workweek.

For Exempt employees;

- You must adjust your scheduled days off that workweek.
  - Working commencement Friday, May 17<sup>th</sup>: if your regular schedule does not include Friday work, you would alter your schedule in the workweek Saturday, May 11<sup>th</sup> to May 17<sup>th</sup>.
  - Working commencement Saturday, May 18<sup>th</sup> and/or Sunday May 19<sup>th</sup>: if your regular schedule does not include these days, you would alter your schedule in the workweek Saturday, May 18<sup>th</sup> through May 25<sup>th</sup>.

For Non-Exempt employees;

- You must record the time worked during commencement.
- You must take equal time off that workweek from your regular schedule and should not report to work on the day(s)/time(s) that you arrange with your supervisor.
  - Working commencement Friday, May 17<sup>th</sup>: must be able to take equal time off during the workweek Saturday, May 11<sup>th</sup> through May 18<sup>th</sup>.
  - Working commencement Saturday, May 18<sup>th</sup> and/or Sunday May 19<sup>th</sup>: must be able to take equal time off during the workweek Saturday, May 18<sup>th</sup> through May 25<sup>th</sup>.
- Expectations are that the time working the commencement is no greater than 8 hours (or the number of hours that you are regularly scheduled for a workday).
- If equal time off is not taken, overtime will be paid accordingly in that pay period.

Form shall be signed by your supervisor:

- Understanding employees must take the equal time off by the close of business Friday of that workweek.
  - If the employee works and does not take time off, this may result in overtime.

*Where should I park?*

- Information regarding where to park will be forthcoming.

*I'm not sure what I will be doing during commencement – can someone describe my assignment?*

- Yes, information regarding specific duties will be forthcoming.

*What if I don't know how to do my assigned duty?*

- Training will be provided. Information regarding scheduled training sessions will be forthcoming.

*Why would I want to do this?*

- Working commencement is a great reminder of why we work at UNH – we have the opportunity to help celebrate our amazing students and send them off into the world with a meaningful ceremony.

Employees working commencement should contact HR directly with any questions regarding time and pay compensation (direct line for HR: **603-862-0026**)