

Faculty/Staff/Students Working Commencement FAQs

Faculty/Staff: I want to sign up to work commencement but I'm not sure how to account for my time in Kronos. What do I do?

Employees are being asked to help work the commencement event. No one should work the event if they are anxious about COVID risk.

Employees must first gain *verbal approval* from their supervisor in advance of commencement to make sure any impact on the following week's normal schedule or budget can be accommodated.

Non-exempt (hourly paid) employees will be paid for time working commencement (one or more days: May 21, May 22, May 23) at their normal hourly rate and must punch in and out of UKG(Kronos) as if it is a regular workday in their base job. They must take equal time off by the following Friday (May 28) to eliminate impact to budget. If they fail to take time off by Friday and total more than 40 hours for that workweek, they will be paid overtime unless they elect any hours over 40 to be compensatory time (see [job aid](#) for converting OT to Comp time). If electing compensatory time and it is not used by June 30 they will be paid for that time.

Note a few things about UKG (Kronos):

- Non-exempt employees should not enter any time off request through the system for the days they are taking off in exchange for working commencement
- The supervisor can anticipate messages from UKG(Kronos) about the non-exempt employee missing punches for the days they are taking off, which should not generate concern.

Exempt employees may *volunteer* for commencement and not change their schedule the following business days or they can work the event and take equal days off by the following Friday. If taking time off by the following Friday they must get approval from their supervisor in advance. No action in KRONOS required that week (unless taking other accrued time off for different reasons i.e. sick, bereavement, jury duty etc.).

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.

Will I be around people outside of the UNH testing bubble?

- Yes. If you are not comfortable working among people outside of the UNH testing bubble then you might reconsider whether you would like to work commencement. We respect everyone's individual comfort level given the circumstances of this past year. Please note that UNH is adhering to strict Covid protocols for personal safety (masks, social distancing, hand sanitizer, etc.) for all those attending and working the commencement ceremonies. Those attending the ceremonies will be required to show proof of negative Covid test or a completed vaccination card.

Will I be required to show proof of a negative Covid test or completed vaccination to work commencement?

- Yes. If you've been participating in the weekly testing program at UNH you will be able to show your Wildcat Pass for verification of your negative Covid status. If you have not been participating in the weekly UNH testing program you will need to submit proof of a negative Covid PCR test within 72 hours of working the ceremony or a completed vaccination card. Please note UNH Durham is currently offering vaccinations for faculty and staff living in the state of New Hampshire. [Click here](#) for more information regarding campus vaccinations.

Why would I want to do this?

- For the free staff shirt of course! (Only kidding although you will receive a shirt.)
- 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