Hourly Totals for Employees

Hours will be calculated from May 1st until April 30th.

The totals will be accumulated until April 30th and then they will reset back to zero.

The only exception to this process is when an **employee is in their first year of employment** with SUU. For that time, the hourly totals are accumulated for the **first 12 months of employment**, regardless of start date.

After they have worked for 1 year, they will revert to the May 1st-April 30th cycle.

Example: Employee Hired on January 1, 2022 will stay on the report for "Hourly Employee Monthly Totals (Under a Year)" until January 1, 2023.

Employee	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2022	80	80	80	80	80	160	160	160	80	80	80	80	1200

As of January 1, 2023, they will move onto the report for "Hourly Employee Monthly Totals (Over a Year)" and follow the May-April timeline.

Employee	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	ОСТ	NOV	DEC	TOTAL
2023					80	160	160	160	80	80	80	80	
2024	80	80	80	80									1200

Then the hours will accumulate until April 30, 2024. As of May 1, 2024, the hours reset back to zero to start again for the next cycle from May until April.

Employee	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2024					80	160	160	160	80	80	80	80	
2025	80	80	80	80									1200