

Web Time Entry Guidelines for Holiday Hours

In an attempt to make entering holiday hours and hours worked on a holiday less confusing and easier for employees to enter, we have designed the following guidelines and examples for each employee to use when they are completing their web timesheet. These examples are based on the upcoming holidays: **Monday December 26th, Tuesday 27th, Friday, 30th and Monday, January 2, 2012**

****A new feature has been added to Web Time Entry to assist with the recording of holiday hours worked. When an employee physically works on a holiday, the regular hours should be entered as before. The holiday hours worked will now calculate for you displaying in the Holiday Hours Comp-time (HOC) earn code and manual entry of units will not be required. ****

*** Please note that Exempt and Faculty employees only report leave taken, they do not need to enter holiday pay as the system will automatically generate it for them.**

These examples are provided for clarification and are representative of the holiday hour week involving January 2, 2012. Please review carefully. Holiday eligibility is based on your employee class and your normal work schedule. If you are not normally scheduled to work full-time on the day the holiday falls, then your holiday pay may need to be adjusted. For example, if you normally work 7 hours on a day that is a holiday, then you would only be eligible for 7 hours of holiday pay.

Classified Employee scheduled to work 8 hours a day, Monday through Friday:

- **Without** hours worked on the holidays:

Regular Hours	72
Board Appointed Holiday	8
- **With** 8 hours worked on one of the holidays:

Regular Hours	80
Board Appointed Holiday	8
Holiday Hours Comp-time (HOC) will now automatically calculate from Regular Hours	8

Classified Employee with an *approved* flexible work schedule working 10 hours a day, Monday through Thursday:

- **Without** hours worked on the holidays:

Regular Hours	72
Board Appointed Holiday	8
- **With** 8 hours worked on one of the holidays:

Regular Hours	80
Board Appointed Holiday	8
Holiday Hours Comp-time (HOC) will now automatically calculate from Regular Hours	8

*You will be allowed 8 hours of holiday pay in this situation, regardless of your work schedule. If the holiday falls on either day when you were scheduled to work 10 hours, you will be allowed 8 hours of holiday pay and you will need to either take 2 hours of annual leave or work an additional 2 hours within the week in which the holiday occurred. If the holiday occurs on a day when you are not scheduled to work, you will still be allowed 8 hours of holiday pay. You will need to adjust your work hours for the holiday week so your actual hours worked, plus the holiday hours, do not exceed 40 hours. These arrangements must be discussed with your supervisor. The easiest solution for all may be to revert back to 5 days of 8 hours during a holiday week.

Classified Employee scheduled to work 7 hours a day, Monday through Friday:

- **Without** hours worked on the holidays:

Regular Hours	63
Board Appointed Holiday	7

- **With** 2 hours worked on one of the holidays:

Regular Hours	65
Board Appointed Holiday	7
Holiday Hours Comp-time (HOC) will now automatically calculate from Regular Hours	2

PERSI Eligible Temporary Help Employees scheduled to work 8 hours a day, Monday through Friday:

- **Without** hours worked on the holidays:

Regular Hours	72
Holiday Pay	8

- **With** 8 hours worked on one of the holidays:

Regular Hours	80
Holiday Pay	8
Holiday Hours Worked (HOW) will now automatically calculate from Regular Hours	8

Temporary Help/Student Employees scheduled to work 2 hours a day, Monday through Friday:

- **Without** hours worked on the holidays:

Regular Hours	18
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- **With** 2 hours worked on one of the holidays:

Regular Hours	20
Holiday Hours Worked (HOW) will now automatically calculate from Regular Hours	2

Reminders:

- Classified and PERSI eligible employees that work on the Holiday receive double time and a half in pay. This is calculated by the entry of the hours physically worked on the regular hour line, which will now calculate into the holiday hours comp-time line and units entered in the holiday hours.
- Temporary Help/ Student employees that work on the Holiday receive time and a half in pay. This is shown by the regular hours entered, which will automatically calculate the holiday hour comp-time earn code.
- If the timesheet is submitted and approved incorrectly, the department may be subject to a Special Check Fee of \$75.00 to make the correction if an over or underpayment occurs.
- Graduate Assistants, Research Assistants and Teaching Assistants are exempt from holiday pay and web time entry is not required.
- Supervisors are responsible for final approval.