

## Timekeeping and Holidays

Here are the general rules and guidelines for reporting holidays. All other time during the pay period is reported in the normal way. We have tried to cover the most common situations. We realize there will always be employees who don't seem to fit the example. Please read through all of the examples given. Feel free to call your payroll specialist if you have questions about a particular employee.

We'll talk about employees in terms of these four categories: 1) Exempt Unclassified, 2) Exempt Classified, 3) Non-Exempt, Unclassified and Classified, did not work on the holiday, 4) Non-Exempt, Unclassified and Classified, worked on the holiday.

- 1) Exempt Unclassified. Timekeeper does not need to touch the holiday unless the employee should not be paid for the holiday. If the employee should not be paid for the holiday, contact Debbie Winter (8-5138). If the employee worked the holiday enter the hours using HCC (Holiday Comp).

Enter or change time reporting data in the table below. Time may also be entered by pressing the "Apply Schedule" pushbutton. The pushbutton will populate data in the table with time reporting data from the employee's scheduled time definition. If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

From Sunday		11/9/2008		to Saturday		11/15/2008		***** Save changes before going to the next week or previous week *****			
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Time Reporting Code	Short Description	Type	Comments	
11/9	11/10	11/11	11/12	11/13	11/14	11/15	HCC	Hol Cm 1.0	Hours		
<input type="text"/>	<input type="text"/>	8.000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>	

Add a New Line
Apply Schedule
Prev Week
Next Week

Save

Payable time shows all time to be paid: Note, both holiday credit (HDC) and holiday comp (HCC) will appear on the date of the holiday.

- 2) Exempt Classified. If the employee did not work, do not touch the holiday. If the employee did work, contact Debbie Winter (8-5138).
- 3) Non-Exempt, Unclassified and Classified, did not work on the holiday.

In general, full-time employees get holiday credit for the holiday. Part-time employees get holiday credit if they normally would have worked that day. Part-time employees who do not regularly work on the day on which the holiday falls do not receive holiday credit.

When you look at the timesheet for the employee, if the holiday shows hours with a time reporting code of HDC, timekeeper does not have to touch that day when doing time entry. (You will not see the HDC when entering time.)

When you look at the timesheet for the employee, if the holiday does not show hours with a time reporting code of HDC, timekeeper **will have to enter** the Holiday Credit. This will happen if the employee does not have a regular schedule. The timesheet usually is blank.

Look at pages 3 and 4 for some examples.

4) Non-Exempt, Unclassified and Classified, worked on the holiday.

These employees get credit for the holiday as explained in #3 above. Look at the timesheet to make sure the HDC is there. (You will not see the HDC when entering time.) If the holiday credit is not on the timesheet, the timekeeper will need to enter it.

The timekeeper will then enter actual hours worked on the holiday using the REG time reporting code.

The Reported Time report will show this as REG time. The Payable Time report will convert this to the HDP (Holiday Pay 1.5) time reporting code. See pages 5 and 6 for some examples.

If the employee wants to receive comp time instead of holiday pay for time worked, the timekeeper enter the hours worked using HCP (Holiday Comp 1.5). See page 7 for an example.

If the employee wants to receive comp time instead of holiday credit, the timekeeper must negate the holiday credit (HDC) hours and enter the hours using holiday comp time (HCC) instead. See page 8 for an example.

These examples relate to Category #3 on Page 1. Timesheets where you don't need to do anything for the holiday if the employee didn't work. Note that there is a line of HDC (Holiday Credit) for the employee.

**Timesheet of a full time employee with a regular schedule:**

<b>University of Kansas</b>		<b>Department</b>	22101	<b>Emplid</b>	J000	<b>Rcd#</b>	0	<b>Pg.</b>	
<b>Time and Leave</b>		<b>Pay End Dt</b>	05/22/05 - 06/04/05	<b>Name (L,F,M)</b>	Person's Name				1
<b>Non-Exempt Document</b>		<b>Position Nbr</b>	J0200460	<b>FLSA</b>	N	<b>FTE</b>	1.00	<b>Job Code</b>	3271N2

Accruals: As Of 03/26/2005 Sck 6.950 Vac 24.650 Classified

Funding: 06/06/04 SCF67993 100.00 % \$0.00

Erncd	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/01	6/02	6/03	6/04	
HDC									8.00						8.00
REG		8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	8.00		72.00

**Timesheet of a part-time employee with a regular schedule:**

<b>University of Kansas</b>		<b>Department</b>	32501	<b>Emplid</b>	M00	<b>Rcd#</b>	0	<b>Pg.</b>	
<b>Time and Leave</b>		<b>Pay End Dt</b>	05/22/05 - 06/04/05	<b>Name (L,F,M)</b>	Person's Name				1
<b>Non-Exempt Document</b>		<b>Position Nbr</b>	J0085315	<b>FLSA</b>	N	<b>FTE</b>	0.70	<b>Job Code</b>	4130L1

Accruals: As Of 03/26/2005 Sck 146.200 Vac 75.950 DiscDy 12.000 Classified

Funding: 03/13/2005 APP32501 71.43 % \$0.00  
RFF32532 28.57 % \$0.00

Erncd	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/01	6/02	6/03	6/04	
HDC									5.60						5.60
REG		5.60	5.60	5.60	5.60	5.60				5.60	5.60	5.60	5.60		50.40

**Timesheet of a full-time employee, who works other than 8 hour days:**

<b>University of Kansas</b>		<b>Department</b>	32501	<b>Emplid</b>	M00	<b>Rcd#</b>	0	<b>Pg.</b>	
<b>Time and Leave</b>		<b>Pay End Dt</b>	05/22/05 - 06/04/05	<b>Name (L,F,M)</b>	Person's Name				1
<b>Non-Exempt Document</b>		<b>Position Nbr</b>	J0084056	<b>FLSA</b>	N	<b>FTE</b>	1.00	<b>Job Code</b>	3263N2

Accruals: As Of 03/26/2005 Sck 50.000 Vac 45.500 DiscDy 12.000 Classified

Funding: 06/06/2004 APP32501 100.00 % \$0.00

Erncd	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/01	6/02	6/03	6/04	
HDC									10.00						10.00
REG		10.00	10.00	10.00	10.00					10.00	10.00	10.00			70.00

**A part-time employee who does not usually work on Mondays does not receive Holiday Credit.**

<b>University of Kansas</b>		<b>Department</b>	20601	<b>Emplid</b>	J00	<b>Rcd#</b>	0	<b>Pg.</b>	
<b>Time and Leave</b>		<b>Pay End Dt</b>	05/22/05 - 06/04/05	<b>Name (L,F,M)</b>	Person's Name				1
<b>Non-Exempt Document</b>		<b>Position Nbr</b>	J0085372	<b>FLSA</b>	N	<b>FTE</b>	0.50	<b>Job Code</b>	3271N2

Accruals: As Of 03/26/2005 Sck 20.000 Vac 35.000 DiscDy 12.000 Classified

Funding: 06/06/2004 APP20601 100.00 % \$0.00

Erncd	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/01	6/02	6/03	6/04	
REG			8.00	8.00	4.00					8.00	8.00	4.00			40.00

This example relates to Category #3 on Page 1.

Timesheet **did not show Holiday Credit** because employee does not have a schedule

<b>University of Kansas</b>		Department	83202	Emplid	M0	Recd#	0	Pg.	
<b>Time and Leave</b>		Pay End Dt	05/22/05	- 06/04/05		Name (L,F,M)	Person's Name		
<b>Non-Exempt Document</b>		Position Nbr	J0143008	FLSA	N	FTE	1.00	Job Code	4130L1
Accruals: As Of	05/21/2005	Sck	141.400	Vac	129.900	DiscDy	12.000	CmpTm	20.500
Funding:	06/06/2004	PRG83202	100.00	%	\$0.00	Classified			

  

Erncd	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/01	6/02	6/03	6/04	

The employee did not work on the holiday. Timekeeper must **enter the holiday credit** and all time worked the remainder of the pay period.

Enter or change time reporting data in the following table.  
If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

From Sunday 05/29/2005 to Saturday 06/04/2005 \*\*\*\*\* Save changes before going to the next week or previous week \*\*\*\*\*

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Time Reporting Code	Short Description	Type	Comments
5/29	5/30	5/31	6/1	6/2	6/3	6/4				
	8.0000						HDC	Hol Cr 1.0	Hours	
		4.0000	10.0000	10.0000	8.0000		REG	Regular	Hours	

Reported time and Payable time will show only time you entered

REPORT ID: JTL026 THE UNIVERSITY OF KANSAS MEDICAL CENTER Page No. 1  
 REPORTED TIME by Employee For the Pay Period Which Run Date 05/31/2005  
 Began 05/22/2005 And Ended 06/04/2005 Run Time 11:12:00

Name	Emplid	Recd #	Dept Id	Date Under Report	TRC	Reported Hours	Reported Units	Reported Amount
Person's Name	J00000	0	60	05/30/2005	HDC	8.00		
				05/31/2005	REG	4.00		
				06/01/2005	REG	10.00		
				06/02/2005	REG	10.00		
				06/03/2005	REG	8.00		
				TRC Totals -	HDC	8.00		
					REG	32.00		
				BiWeekly Total BE		40.00		

If you make an entry on the holiday, you will receive the following warning when you save.

Home Worklist Help

Time > Enter Time

Warning -- 2005-05-30 is scheduled as holiday. (13504,3003)

Just click OK. It is simply a reminder that you have made an entry on the Holiday.

This example relates to Category #4 on Page 1.

Timesheet **did not show Holiday Credit** because the employee does not have a schedule.

Employee **worked the holiday**.

University of Kansas		Department	83202	Emplid	M00000	Red#	0	Pg.	
Time and Leave		Pay End Dt	05/22/05 - 06/04/05	Name (L,F,M)	Person's Name				1
Non-Exempt Document		Position Nbr	J0143008	FLSA	N	FTE	1.00	Job Code	4130L1
Accruals: As Of	05/21/2005	Sck	141.400	Vac	129.900	DiscDy	12.000	CmpTm	20.500
Funding:	06/06/2004	PRG83202	100.00	%	\$0.00				Classified

  

Erncd	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/01	6/02	6/03	6/04	

Timekeeper must enter HDC and hours worked on the holiday on Monday as well as the remainder of the pay period.

Enter or change time reporting data in the following table.  
If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

From Sunday 05/29/2005 to Saturday 06/04/2005 \*\*\*\*\* Save changes before going to the next week or previous week \*\*\*\*\*

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Time Reporting Code	Short Description	Type	Comments
5/29	5/30	5/31	6/1	6/2	6/3	6/4				
	8.0000						HDC	Hol Cr 1.0	Hours	
	8.0000	6.0000	6.0000	10.0000	10.0000		REG	Regular	Hours	

Reported Time shows only time entered:

REPORT ID: JTL026

THE UNIVERSITY OF KANSAS MEDICAL CENTER

REPORTED TIME by Employee For the Pay Period Which Began 05/22/2005 And Ended 06/04/2005

Name	Emplid	Red #	Dept Id	Date Under Report	TRC	Reported Hours	Reported Units	Reported Amount
Person's Name	J00000	0	60	05/30/2005	HDC	8.00		
					REG	8.00		
				05/31/2005	REG	6.00		
				06/01/2005	REG	6.00		
				06/02/2005	REG	10.00		
				06/03/2005	REG	10.00		
				TRC Totals -	HDC	8.00		
	REG	40.00						
BiWeekly Total BE						48.00		

Payable Time will convert the REG on Monday to HDP.

REPORT ID: JTL027

THE UNIVERSITY OF KANSAS MEDICAL CENTER

PAYABLE TIME by Employee For the Pay Period Which Begins 05/22/2005 And Ended 06/04/2005

Name	Emplid	Red #	Dept Id	Date Under Report	TRC	Reported Hours	Reported Units	Reported Amount
Person's Name	J00000	0	60	05/30/2005	HDC	8.00		
					HDP	8.00		
				05/31/2005	REG	6.00		
				06/01/2005	REG	6.00		
				06/02/2005	REG	10.00		
				06/03/2005	REG	10.00		
				TRC Totals -	HDC	8.00		
	HDP	8.00						
	REG	32.00						
BiWeekly Total BE						48.00		

This example relates to Category #4 on Page 1.  
 Timesheet **showed Holiday Credit**, employee **worked the holiday**

University of Kansas Time and Leave Non-Exempt Document		Department	63701		Emplid	J0000		Red#	0		Pg.	1	
Accruals: As Of		05/21/2005	Sck	37.350		Vac	271.500		DiscDy	12.000		Classified	
Funding:		06/06/2004	SCF63791	100.00	%	\$0.00							
Pay End Dt	05/22/05 - 06/04/05		Name (L F M)	Person's Name									
Position Nbr	J0085037		FLSA	N		FTE	0.50		Job Code	8296F3			

  

Erned	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/01	6/02	6/03	6/04	
HDC									4.00						4.00
REG		4.00	4.00	4.00	4.00	4.00				4.00	4.00	4.00	4.00		36.00

Timekeeper enters actual hours worked on Monday using the REG reporting code. Timekeeper does not enter hours for Tuesday through Friday because they already appear on the timesheet:

Enter or change time reporting data in the following table.  
 If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

From Sunday 05/29/2005 to Saturday 06/04/2005 \*\*\*\*\* Save changes before going to the next week or previous week \*\*\*\*\*

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Time Reporting Code	Short Description	Type	Comments
5/29	5/30	5/31	6/1	6/2	6/3	6/4				
	4.0000						REG	Regular	Hours	

Reported time shows only time entered:

REPORT ID: JTL026 THE UNIVERSITY OF KANSAS MEDICAL CENTER  
 REPORTED TIME by Employee For the Pay Period Which Began 05/22/2005 And Ended 06/04/2005

Name	Emplid	Rcd #	Dept Id	Date Under Report	TRC	Reported Hours	Reported Units
Person's Name	J00000	0	63	05/30/2005	REG	4.00	
TRC Totals - REG						4.00	
BiWeekly Total EE						4.00	

Payable time shows all time to be paid: Note, holiday credit and holiday pay on the Monday holiday.

REPORT ID: JTL027 THE UNIVERSITY OF KANSAS MEDICAL CENTER  
 PAYABLE TIME by Employee For the Pay Period Which Began 05/22/2005 And Ended 06/04/2005

Name	Emplid	Rcd #	Dept Id	Date Under Report	TRC	Reported Hours	Reported Units	Report Amount
Person's Name	J00000	0	63	05/23/2005	REG	4.00		
				05/24/2005	REG	4.00		
				05/25/2005	REG	4.00		
				05/26/2005	REG	4.00		
				05/27/2005	REG	4.00		
				05/30/2005	HDC	4.00		
					HDP	4.00		
				05/31/2005	REG	4.00		
				06/01/2005	REG	4.00		
				06/02/2005	REG	4.00		
				06/03/2005	REG	4.00		
TRC Totals - REG						36.00		
HDC						4.00		
HDP						4.00		
BiWeekly Total EE						44.00		

This example relates to Category #4 on Page 1.

Timesheet **showed Holiday Credit**, employee **worked the holiday**, employee wants **Holiday Comp** instead of payment for working on the holiday.

<b>University of Kansas</b>		Department	63701	Emplid	J0000	Red#	0	Pg.	
<b>Time and Leave</b>		Pay End Dt	05/22/05 - 06/04/05	Name (L.F.M)	Person's Name				
<b>Non-Exempt Document</b>		Position Nbr	J0085037	FLSA	N	FTE	0.50	Job Code	8296F3
Accruals: As Of	05/21/2005	Sk	37.350	Vac	271.500	DiscDy	12.000	Classified	
Funding:	06/06/2004	SCF63791	100.00	%	\$0.00				

  

Erncd	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/01	6/02	6/03	6/04	
HDC									4.00						4.00
REG		4.00	4.00	4.00	4.00	4.00				4.00	4.00	4.00	4.00		36.00

Timekeeper enters actual hours worked on Monday using the HCP (Holiday Comp 1.5) reporting code. Timekeeper does not enter hours for Tuesday through Friday because they already appear on the timesheet:

Enter or change time reporting data in the following table.  
If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

**From Sunday 05/29/2005 to Saturday 06/04/2005 \*\*\*\*\* Save changes before going to the next week or previous week \*\*\*\*\***

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Time Reporting Code	Short Description	Type	Comments
5/29	5/30	5/31	6/1	6/2	6/3	6/4	HCP	Hol Cm 1.5	Hours	

This example relates to Category #4 on Page 1.

Timesheet **showed Holiday Credit**, employee **worked the holiday**, employee wants **Holiday Comp** instead of holiday credit

University of Kansas		Department	63701	Emplid	J0000	Red#	0	Pg.	
Time and Leave		Pay End Dt	05/22/05 - 06/04/05	Name (L F M)	Person's Name				
Non-Exempt Document		Position Nbr	J0085037	FLSA	N	FTE	0.50	Job Code	8296F3
Accruals: As Of	05/21/2005	Sk	37.350	Vac	271.500	DiscDy	12.000	Classified	
Funding:	06/06/2004	SCF63791	100.00	%	\$0.00				

  

Erncd	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/01	6/02	6/03	6/04	
HDC									4.00						4.00
REG		4.00	4.00	4.00	4.00	4.00				4.00	4.00	4.00	4.00		36.00

Timekeeper negates the Holiday Credit by entering negative hours equal to the HDC shown on the timesheet using the HDC time reporting code. Timekeeper enters positive hours equal to HDC shown on the timesheet using the HCC time reporting code. Timekeeper enters actual hours worked on Monday using the REG reporting code. Timekeeper does not enter hours for Tuesday through Friday because they already appear on the timesheet:

Enter or change time reporting data in the following table.  
If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

**From Sunday 05/29/2005 to Saturday 06/04/2005 \*\*\*\*\* Save changes before going to the next week or previous week \*\*\*\*\***

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Time Reporting Code	Short Description	Type	Comments
5/29	5/30	5/31	6/1	6/2	6/3	6/4				
	-4.000						HDC	Hol Cr 1.0	Hours	
	4.000						HCC	Hol Cm 1.0	Hours	
	4.000						REG	Regular	Hours	