

## **Holiday Scenarios**

## Classified or Professional Full\Part Time Employee

#### Not scheduled on the holiday

Input is not needed

A rule will give HCTES based on the employee's fte. For example, an employee that is full time, they would get 8 HCTES, an employee that is 50%, they would get 4 HCTES.

If the employee does not want the comp time, then you must input HPS (if they are eligible) with the amount of hours they should receive.

### Classified or Professional Full\Part Time Employee

#### Scheduled on the holiday

Input is not needed

A rule will give HOL based on the employee's fte. For example, an employee that is full time, they would get 8 HOL, an employee that is 50%, they would get 4 HOL.

## Classified or Professional Full\Part Time Employee

#### Scheduled for less than their fte on the holiday

Input is not needed

A rule will give HOL for the hours they are scheduled and another rule will give HCTES for the rest of their holiday benefit. For example, an employee is full time but only scheduled for 4 hours on the holiday, they will get 4 HOL and 4 HCTES. A part time 50% employee scheduled for 3 hours on the holiday, they will get 3 HOL and 1 HCTES.

# Classified Full Time Employee

Not scheduled on the holiday and worked 4 hours

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Step	Action
1.	You input the worked hours 4 OVS and you must enter the holiday comp time hours 8 HCTES or could be HPS if the employee does not want the comp time.
	Note: MNA's holiday benefit is for all hours worked

## Classified Part Time Employee (works 20 hours a week = 50%)

Not scheduled on the holiday and came in and worked 4 hours

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Step	Action
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	Note: MNA's holiday benefit is for all hours worked

## Classified Full\Part Time Employee

Scheduled on the holiday and came in and worked 4 hours

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	*A professional full or part time employee is only eligible for HCTES.

Classified Full Time Employee scheduled for 4 hours but holiday benefit is 8 hours

They are scheduled for less than their fte on the holiday and worked 4 hours

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Step	Action
1.	You input the worked hours 4 HPS and the holiday benefit hours 4 HOL and 4 HCTES.
	* Professional full time employee is only eligible for HCTES, they would be input as 4 HOL and 8 HCTES.
	Note: MNA's holiday benefit is for all hours worked

# Classified Part Time Employee (50% fte) scheduled for 3 hours but holiday benefit is 4 hours

They are scheduled for less than their fte on the holiday and worked 4 hours

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Step	Action
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	* Professional part time employee is only eligible for HCTES, they would be input as 3 HOL and 5 HCTES.
	Note: MNA's holiday benefit is for all hours worked

# Classified or Professional Full\Part Time Employee

Scheduled for more than their FTE on the holiday

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Step	Action
1.	You must input accruals for the amount of hours that are over the employee's holiday benefit. The day will be in error if accruals aren't input.
	If the employee is scheduled for 10 hours and is full time, you need to give 2 hours of accruals because the rule will give them 8 HOL.
	If the employee is scheduled for 10 hours and is 50%, you need to give 6 hours of accruals because the rule will give them 4 HOL.

Classified Full Time Employee

Scheduled for more than their FTE on the holiday and they worked 4 hours (example is a 10 hour day)

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Step	Action
1.	You input the hours worked 2 REG, 2 HPS and then a rule is going to give 8 HOL.
	*Professional full time employee would get 2 REG, 2 HCTES and then a rule is going to give 8 HOL.
	Note: MNA's holiday benefit is for all hours worked

Classified Part Time Employee (50% fte)

Scheduled for more than their FTE on the holiday and they worked 4 hours (example is a 10 hour day)

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Step	Action
1.	You input the hours worked 4 HPS, 6 VAC and then a rule is going to give 4 HOL.
	* A professional part time employee would get 4 HCTES, 6 VAC and then a rule is going to give 4 HOL.
	Note: MNA's holiday benefit is for all hours worked

This example is for employees that have their holiday reported on the day before the actual holiday.

Classified Full Time Employee that has the holiday reported on the day before and works the holiday as a regular day.

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Step	Action
1.	This example shows the employee working on 12/31 as if that is the holiday and 1/1 is a regular 8 hour day. You must input HNP for zero hours along with the REG on the holiday or else a rule will try to give holiday hours.
	If the employee called in sick or took a vacation day on the holiday, you would report SICOE or VAC instead of the REG and also report the HNP 0 hours as you are treating the holiday like a normal day.
	If the employee didn't work on the day before the holiday, you would only report the HOL hours.
	* Professional full time employee would get 8 HCTES instead of the HPS. If the employee didn't work on the day before the holiday, you would only report the HOL hours.
	Note: MNA's holiday benefit is for all hours worked

# Holiday being charged to another combo code (speed type)

Timesheet - Microsoft Internet Explorer			
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Step	Action
1.	In this scenario of needing to charge holiday hours to another combo code, you
	must input the HOL hours to be able to overwrite the combo code. Once you input
	the hours, click on the overrides tab. Scroll to the right and enter the combo code,
	scroll back to the left and click the submit button.