Holiday Scenarios

Classified or Professional Full/Part Time Employee

Scheduled on the holiday and did not work
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.

*HEGOE used for Non-Unit Classified

Not scheduled on the holiday and did not work
Input is not needed

A rule will give HCTES* (Holiday Comp Time Earned Straight) 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.

* HCTNW (Holiday Comp Time Earned not worked) for Classified

Classified Employees:

Based on Union eligibility: If the employee does not want the comp time, then you must input HPS (Holiday Paid Straight) with the hours to be paid. Non-Unit Classified would use HPSNW (Holiday Paid Straight Non work)

Scheduled for less than their FTE on the Holiday and did not work
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.

*HEGOE and **HCTNW used for Non-Unit Classified

Classified Full Time Employee
Not scheduled on the holiday and worked 4 hours

Step	Action
1.	You input the worked hours 4 OVS and you must enter the holiday comp time hours 8 HCTES*. If employee wants to be paid for the Holiday and not earn the comp time, use HPS. *review employees workgroup for correct code (HCTES; HCTNW; HCTWD; HCTEW) 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

Step	Action
1.	You input the worked hours 4 OVS and you must enter the holiday comp time hours 4 HCTES*. If employee wants to be paid for the Holiday and not earn the comp time, use HPS. *review employees workgroup for correct code (HCTES; HCTNW; HCTWD; HCTEW) 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

Step	Action
1.	You only input the worked hours. 4 HPS if the employees wants to get paid for the hours worked OR 4 HCTES* if the employee would rather have the comp time. The system will auto populate the Holiday (HOL or HEGOE) * review employees workgroup for correct code (HPS; HCTES; HCTNW; HCTWD; HCTEW) Note: A professional full or part time employee is only eligible for HCTES.

Classified Full Time Employee

Scheduled for less than their FTE on the holiday and worked

Scheduled for 4 hours, holiday benefit is 8 hours and worked 4 hours

Step	Action
1.	You input the worked hours, 4 HPS if the employees wants to get paid for the hours worked OR 4 HCTES* if the employee would rather have the comp time. You also enter the holiday benefit hours 4 HOL and 4 HCTES.

* review employees workgroup for correct Holiday and Comp time earned codes

Note: 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 or Professional Full/Part Time Employee
Scheduled for more than their FTE on the holiday and employee did not work
Scheduled for 10 hours, holiday benefit is 8 hours and did not work

Step	Action
1.	You must input accruals (excluding Sick) for the amount of hours that are over the employee's holiday benefit, up to the schedule. The day will be in error if accruals are not input.
	Full FTE: If the employee is scheduled for 10 hours and is a full FTE, you need to input 2 hours of accruals and the rule will give them 8 HOL*.
	Part Time FTE: If the employee is scheduled for 10 hours and is a 50% FTE, you need to input 6 hours of accruals because the rule will give them 4 HOL*.
	*HEGOE used for Non-Unit Classified.

Classified Full Time Employee
Scheduled for more than their FTE on the holiday and employee worked
Scheduled for 10 hours, holiday benefit is 8 hours and worked 10 hours

Step	Action
1.	You input the hours worked as 8 HPS* and 2 REG and then a rule is going to give 8 HOL.
	* Or Holiday Comp Time earned - review employees workgroup for correct code
	Note: Professional full time employee would enter 2 REG, 8 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 employee worked

Scheduled for 8 hours, holiday benefit is 4 hours and worked 8 hours

Step	Action
1.	You input the hours worked as 4 HPS* and 4 REG and then a rule is going to give 4 HOL. * Or Holiday Comp Time earned - review employees workgroup for correct code Note: A professional part time employee would input 4 HCTES and 4 REG 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.

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)

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 combination code magnifying glass to search and select the combo code you want to use