

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

Actions - Earliest Change Date 08/30/2020

Select Another Timesheet

*View By Week [Previous Week](#) [Next Week](#)

*Date 09/06/2020

Scheduled Hours 32.000 Reported Hours 0.000

From Sunday 09/06/2020 to Saturday 09/12/2020

Sun 9/6	Mon 9/7	Tue 9/8	Wed 9/9	Thu 9/10	Fri 9/11	Sat 9/12	Total	Time Reporting Code	Taskgroup	Override Rate	Business Unit	Shift	Shift Combo Code	Combination Code	ChartFields		
	8							HCTES - Hol Comp Time Earned SI	UM_EXP		UMWOR				ChartFields	+	-
	4							OVS - Overtime Pay Straight Time	UM_EXP		UMWOR				ChartFields	+	-
									UM_EXP		UMWOR				ChartFields	+	-

Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Step	Action
1.	<p>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.</p> <p>*review employees workgroup for correct code (HCTES; HCTNW; HCTWD; HCTEW)</p> <p>Note: MNA's holiday benefit is for all hours worked</p>

**Classified Part Time Employee (works 20 hours a week = 50%)
Not scheduled on the holiday and came in and worked 4 hours**

Actions - Earliest Change Date 09/30/2020

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 09/06/2020

Scheduled Hours 32.000 Reported Hours 0.000

From Sunday 09/06/2020 to Saturday 09/12/2020

Sun 9/6	Mon 9/7	Tue 9/8	Wed 9/9	Thu 9/10	Fri 9/11	Sat 9/12	Total	Time Reporting Code	*Taskgroup	Override Rate	Business Unit	Shift	Shift Combo Code	Combination Code	ChartFields		
	4							HCTES - Hol Comp Time Earned SI	UM_EXP		UMWOR				ChartFields	+	-
	4							OVS - Overtime Pay Straight Time	UM_EXP		UMWOR				ChartFields	+	-
									UM_EXP		UMWOR				ChartFields	+	-

Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Step	Action
1.	<p>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.</p> <p>*review employees workgroup for correct code (HCTES; HCTNW; HCTWD; HCTEW)</p> <p>Note: MNA's holiday benefit is for all hours worked</p>

Classified Full/Part Time Employee Scheduled on the holiday and came in and worked 4 hours

Actions - Earliest Change Date 09/30/2020

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 09/06/2020

Scheduled Hours 32.000 Reported Hours 0.000

From Sunday 09/06/2020 to Saturday 09/12/2020

Sun 9/6	Mon 9/7	Tue 9/8	Wed 9/9	Thu 9/10	Fri 9/11	Sat 9/12	Total	Time Reporting Code	-Taskgroup	Override Rate	Business Unit	Shift	Shift Combo Code	Combination Code	ChartFields		
	4							HPS - Holiday Paid Straight	UM_EXP Q		UMWOR Q	Q	Q	Q	ChartFields	+	-
									UM_EXP Q		UMWOR Q	Q	Q	Q	ChartFields	+	-
									UM_EXP Q		UMWOR Q	Q	Q	Q	ChartFields	+	-

Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Step	Action
1.	<p>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.</p> <p>The system will auto populate the Holiday (HOL or HEGOE)</p> <p>* review employees workgroup for correct code (HPS; HCTES; HCTNW; HCTWD; HCTEW)</p> <p>Note: A professional full or part time employee is only eligible for HCTES.</p>

**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**

Actions+ Earliest Change Date 08/16/2020

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 09/06/2020

Scheduled Hours 32.000 Reported Hours 0.000

From Sunday 09/06/2020 to Saturday 09/12/2020

Sun 9/6	Mon 9/7	Tue 9/8	Wed 9/9	Thu 9/10	Fri 9/11	Sat 9/12	Total	Time Reporting Code	-Taskgroup	Override Rate	Business Unit	Shift	Shift Combo Code	Combination Code	ChartFields		
	4							HPS - Holiday Paid Straight	UM_EXP		UMWOR				ChartFields	+	-
	4							HOL - Holiday	UM_EXP		UMWOR				ChartFields	+	-
	4							HCTES - Hol Comp Time Earned St	UM_EXP		UMWOR				ChartFields	+	-

Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Step	Action
1.	<p>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.</p> <p>* review employees workgroup for correct Holiday and Comp time earned codes</p> <p>Note: Professional full time employee is only eligible for HCTES, they would be input as 4 HOL and 8 HCTES.</p> <p>Note: MNA's holiday benefit is for all hours worked</p>

**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**

Actions - Earliest Change Date: 09/16/2020

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 09/06/2020

Scheduled Hours: 32.000 Reported Hours: 0.000

From Sunday 09/06/2020 to Saturday 09/12/2020

Sun 9/6	Mon 9/7	Tue 9/8	Wed 9/9	Thu 9/10	Fri 9/11	Sat 9/12	Total	Time Reporting Code	*Taskgroup	Override Rate	Business Unit	Shift	Shift Combo Code	Combination Code	ChartFields		
	2							VAC - Vacation Time	UM_EXP		UMWCR				CharFields	+	-
	8							HOL - Holiday	UM_EXP		UMWCR				CharFields	+	-
									UM_EXP		UMWCR				CharFields	+	-

Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Step	Action
1.	<p>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.</p> <p>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*.</p> <p>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*.</p> <p>*HEGOE used for Non-Unit Classified.</p>

**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**

Actions ▾ Earliest Change Date 09/16/2020

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 09/06/2020

Scheduled Hours: 32.000 Reported Hours: 0.000

From Sunday 09/06/2020 to Saturday 09/12/2020

Sun 8/6	Mon 8/7	Tue 8/8	Wed 8/9	Thu 8/10	Fri 8/11	Sat 8/12	Total	Time Reporting Code	Taskgroup	Override Rate	Business Unit	Shift	Shift Combo Code	Combination Code	CharFields		
	8							HOL - Holiday	UM_EXP		UMWCR				CharFields	+	-
	8							HPS - Holiday Paid Straight	UM_EXP		UMWCR				CharFields	+	-
	2							REG - Regular Pay SERS Eligible	UM_EXP		UMWCR				CharFields	+	-

Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

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

**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**

Actions - Earliest Change Date: 05/16/2020

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 05/06/2020

Scheduled Hours: 32.000 Reported Hours: 0.000

From Sunday 05/06/2020 to Saturday 05/12/2020

Sun 5/8	Mon 5/7	Tue 5/8	Wed 5/9	Thu 5/10	Fri 5/11	Sat 5/12	Total	Time Reporting Code	Taskgroup	Override Rate	Business Unit	Shift	Shift Combo Code	Combination Code	ChartFields		
	4							HOL - Holiday	UM_EXP		UMWCR				CharFields	+	-
	4							HPS - Holiday Paid Straight	UM_EXP		UMWCR				CharFields	+	-
	4							REG - Regular Pay SERS Eligible	UM_EXP		UMWCR				CharFields	+	-

Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

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

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.

Actions Earliest Change Date 08/30/2020

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 12/27/2020

Scheduled Hours: 40.000 Reported Hours: 0.000

From Sunday 12/27/2020 to Saturday 01/02/2021

Sun 12/27	Mon 12/28	Tue 12/29	Wed 12/30	Thu 12/31	Fri 1/1	Sat 1/2	Total	Time Reporting Code	-Taskgroup	Override Rate	Business Unit	Shift	Shift Combo Code	Combination Code	ChartFields		
				8.000				HOL - Holiday	UM_EXP		UMWOR				ChartFields	+	-
				8.000				HPS - Holiday Paid Straight	UM_EXP		UMWOR				ChartFields	+	-
					8.000			REG - Regular Pay SERS Eligible	UM_EXP		UMWOR				ChartFields	+	-
					8			HNP - Holiday No Pay	UM_EXP		UMWOR				ChartFields	+	-

Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time


Step	Action
1.	<p>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.</p> <p>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.</p> <p>If the employee didn't work on the day before the holiday, you would only report the HOL hours.</p> <p>* 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.</p> <p>Note: MNA's holiday benefit is for all hours worked</p>

Holiday being charged to another combo code (speed type)

Actions - Earliest Change Date: 09/16/2020
















Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 09/06/2020 

Scheduled Hours: 32.000 Reported Hours: 0.000

From Sunday 09/06/2020 to Saturday 09/12/2020

Sun 9/6	Mon 9/7	Tue 9/8	Wed 9/9	Thu 9/10	Fri 9/11	Sat 9/12	Total	Time Reporting Code	Taskgroup	Override Rate	Business Unit	Shift	Shift Combo Code	Combination Code	CharFields		
	8.000							HOL - Holiday	UM_EXP 		UMWCR 			403757 	CharFields	+	-
									UM_EXP 		UMWCR 				CharFields	+	-
									UM_EXP 		UMWCR 				CharFields	+	-

Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

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