

How to Report Worked Time on Holiday

Human Resources & Payroll (HR/Pay) system address hr.ku.edu

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The holiday credit (HOLHR) will be loaded into the timesheets one month in advance. The examples below assumes the employee meets the criteria. Refer to Guide and Policy linked at the end of this document for eligibility criteria.

A) Non-Exempt – Employees Paid Hourly and Eligible for Holiday Credit

Eligible hourly employee works on the holiday.

1. Holiday Compensation

- a. To receive holiday compensation, the employee would enter the actual hours worked (timesheet reporters) or clock in and out (clock time reporters) selecting the Time Reporting Code of REG-Regular Earns.
 - i. In this example, the employee worked 8 hours on the Holiday. Timesheet employees will need to insert a row [+] to enter data.

The screenshot shows the 'Timesheet' interface for an employee named 'Information Systems Analyst'. The 'View By' is set to 'Week' and the 'Date' is '11/12/2012'. The 'Reported Hours' are 8.00 and 'Scheduled Hours' are 40.00. The table below shows the time reporting data for the week of 11/12/2012 to 11/18/2012. The first row shows 8.00 hours on Monday (11/12) with a 'Time Reporting Code' of 'HOLHR - Holiday Credit 1.0 k' and a 'Taskgroup' of 'PSNONCATS'. The second row shows 8 hours on Monday (11/12) with a 'Time Reporting Code' of 'REG - Regular Earns' and a 'Taskgroup' of 'PSNONCATS'. A plus sign button (+) is highlighted in the second row, with an arrow pointing to it.

Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Sun 11/18	Total Hours	Time Reporting Code	Taskgroup
8.00							8.00	HOLHR - Holiday Credit 1.0 k	PSNONCATS
8								REG - Regular Earns	PSNONCATS

- b. When Time Administration runs, the process will take the 8 hours worked on the holiday and creates the 12 hours of Holiday Compensation for the Supervisor to approve.

2. Holiday Pay

- a. If the department has approved pay instead of compensatory time, the employee would enter the actual hours worked (timesheet reporters) or clock in and out (clock time reporters) selecting the Time Reporting Code HDP – Holiday Pay 1.5
 - i. In this scenario, the employee worked 8 hours on the Holiday. Timesheet employees will need to insert a row [+] to enter data.

The screenshot shows the 'Timesheet' interface for an employee named 'Information Systems Analyst'. The 'View By' is set to 'Week' and the 'Date' is '11/12/2012'. The 'Reported Hours' are 8.00 and 'Scheduled Hours' are 40.00. The table below shows the time reporting data for the week of 11/12/2012 to 11/18/2012. The first row shows 8.00 hours on Monday (11/12) with a 'Time Reporting Code' of 'HOLHR - Holiday Credit 1.0 k' and a 'Taskgroup' of 'PSNONCATS'. The second row shows 8 hours on Monday (11/12) with a 'Time Reporting Code' of 'HDP - Holiday Pay 1.5' and a 'Taskgroup' of 'PSNONCATS'. A plus sign button (+) is highlighted in the second row, with an arrow pointing to it.

Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Sun 11/18	Total Hours	Time Reporting Code	Taskgroup
8.00							8.00	HOLHR - Holiday Credit 1.0 k	PSNONCATS
8								HDP - Holiday Pay 1.5	PSNONCATS

- b. When time is loaded to Payroll, the process will create the 8 hours of holiday pay at the 1.5 compensation rate.

3. Hourly Employee is eligible for the Holiday but the Holiday is not on a regular scheduled workday or the employee who works on the official holiday and the recognized holiday.
 - a. Please refer to the Guide for Eligibility of Holidays:
www.humanresources.ku.edu/files/documents/benefits/Holiday_report_guide.pdf
 - b. If the employee was not scheduled to work on the holiday but is eligible for the holiday:
 - i. the process will load the holiday on the previously scheduled workday if it is in the same week;
 - ii. if the previously scheduled day is not in the same workweek, the holiday is loaded on the next scheduled work day after the recognized holiday.
 - c. Holidays are moveable. We strongly encourage the employee to take the holiday in the same week if possible or the same payroll period.
 - d. For those who work on the official and recognized holiday, the holiday may be moved accordingly ([See Holiday Guide.](#))

B) Exempt – Employees Paid Salaried and Eligible for Holiday Credit

If an exempt employee works on the holiday, the Departmental/Shared Service Center time reviewers will need to collect the hours and submit a list that includes the Employee's Name, Department, and Hours worked to hrpay@ku.edu. The time reviewer will notify individuals of their collection process and validation by the supervisor.

1. University Support Staff (USS) Exempt employees are eligible for Holiday Compensation, or if it is approved by the department, Holiday Pay. The listing for HR/Pay should indicate if the USS Exempt employee is to receive compensation time or pay. If pay or compensation is not indicated, the default will be compensation time.

Additional Notes:

Departmental/Shared Service Center time reviewers or the supervisor will need to validate the employee is eligible (e.g. in pay status) to receive the holiday credit and add the holiday credit to those hired after the load.

Holiday Eligibility Guide:

www.humanresources.ku.edu/files/documents/benefits/Holiday_report_guide.pdf

Holiday and Holiday Compensatory Policy:

<https://policy.ku.edu/human-resources/holiday-policy>

Excerpts below:

- Salaried (exempt) and hourly (non-exempt) university support staff and hourly unclassified professional staff who work on a holiday earn one and a half (1.5) hours of holiday compensatory time for each hour worked on a holiday.
- Salaried (exempt) unclassified professional and academic staff who are required by their supervisors to work on a holiday earn one (1) hour of holiday compensatory time for each hour worked on a holiday. Otherwise they do not earn holiday compensatory time for working on a holiday.
- An employee shall be paid for the remaining balance of holiday compensatory time upon transfer to another department or agency, change in Fair Labor Standards Act status, resignation, retirement, or death.