

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

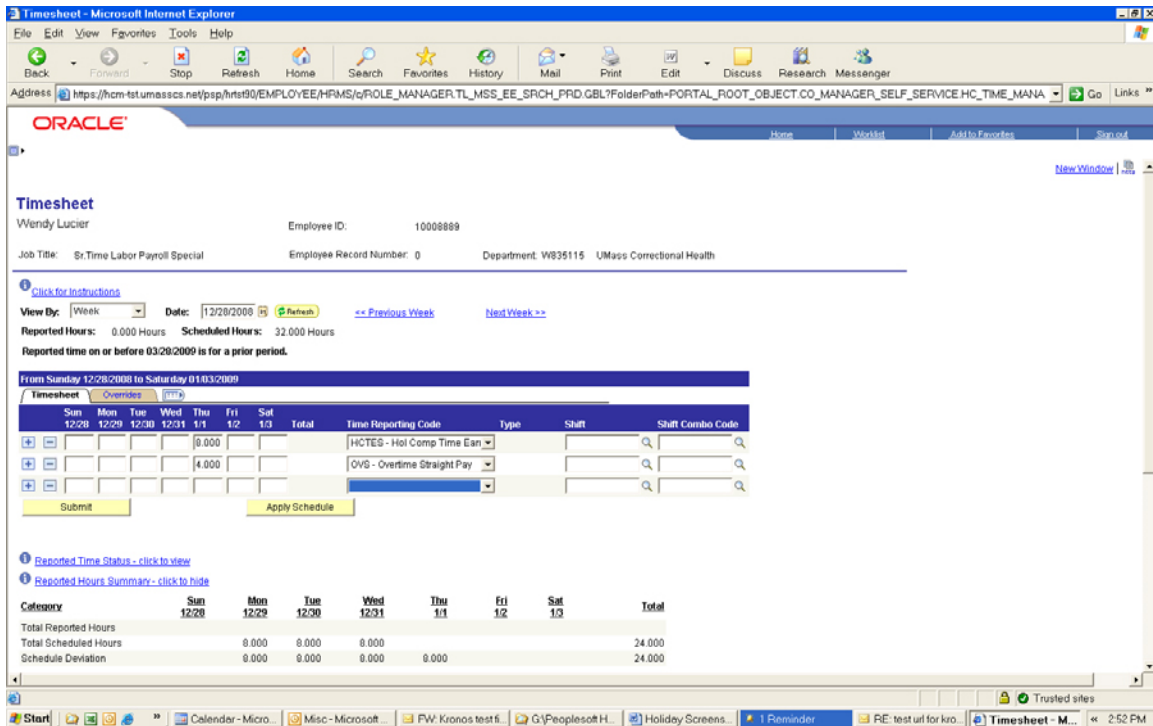
Scheduled for less than their fte on the holiday

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

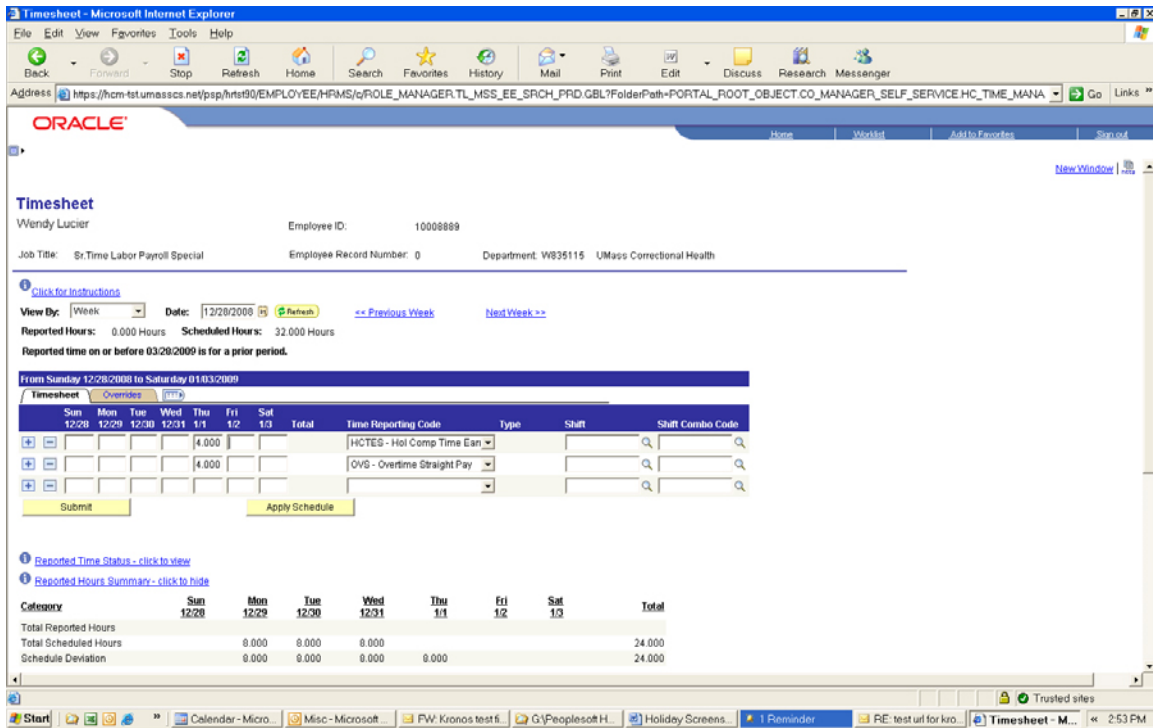
Not scheduled on the holiday and worked 4 hours



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%)

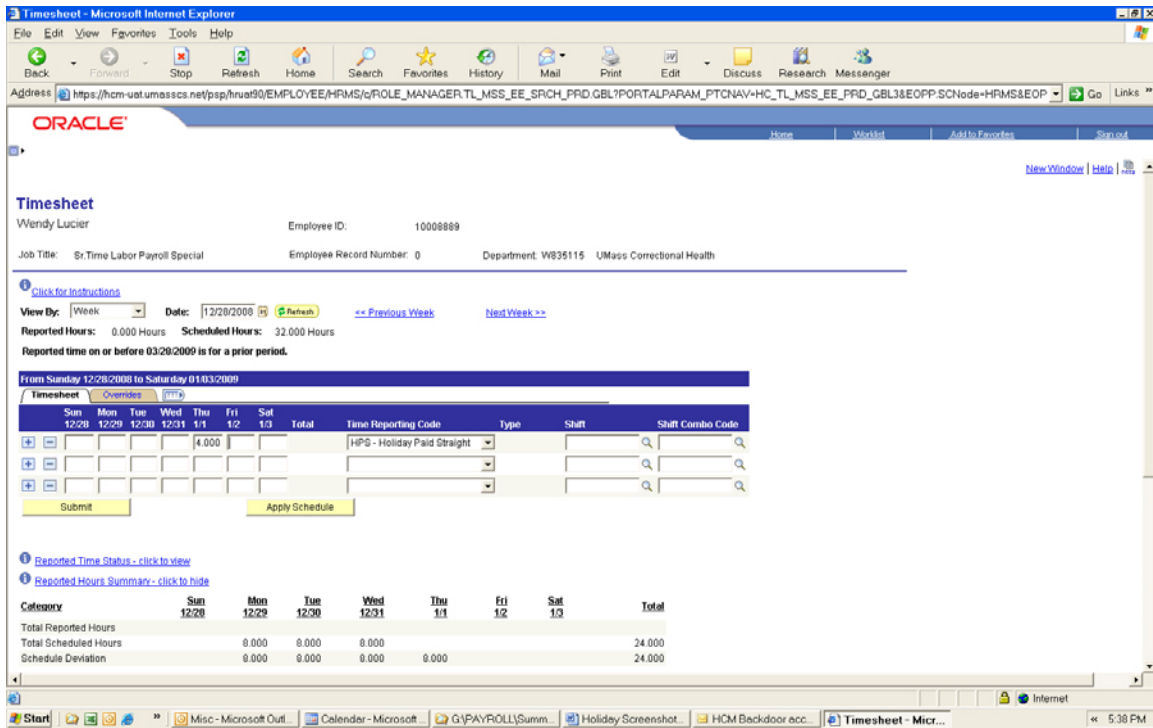
Not scheduled on the holiday and came in and worked 4 hours



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

Classified Full\Part Time Employee

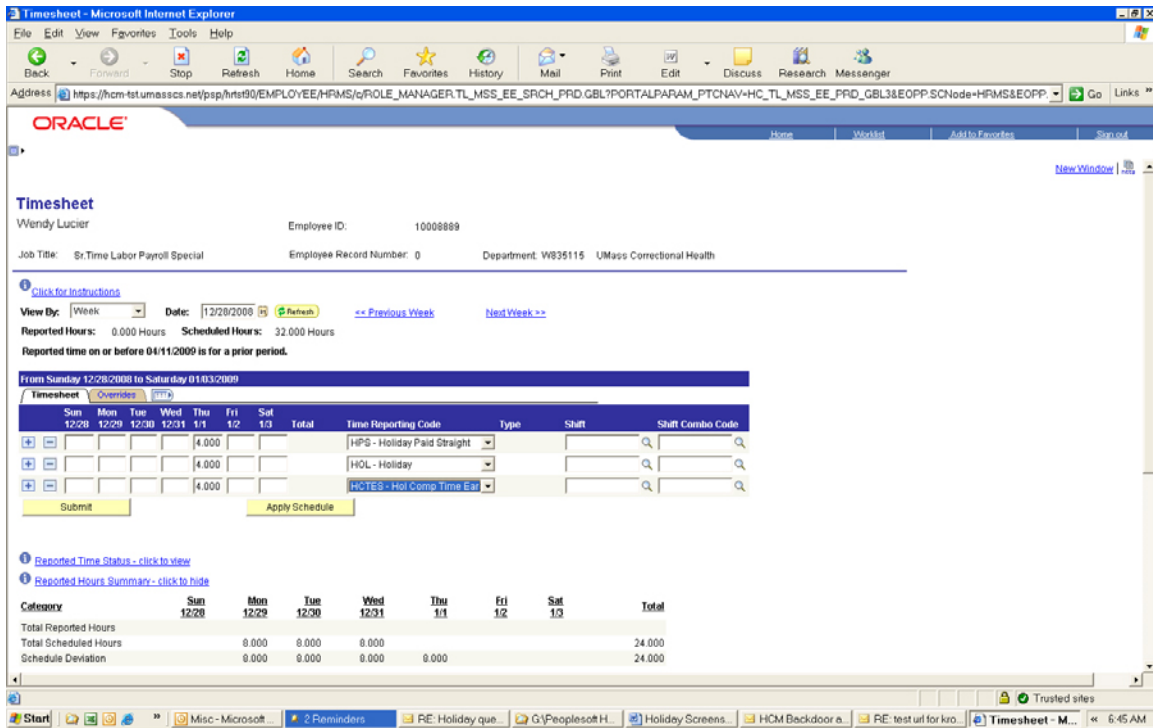
Scheduled on the holiday and came in and worked 4 hours



Step	Action
1.	<p>You only input the worked hours 4 HPS, it could be HCTES if the employee would rather have the comp time.</p> <p>*A professional full or part time employee is only eligible for HCTES.</p>

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

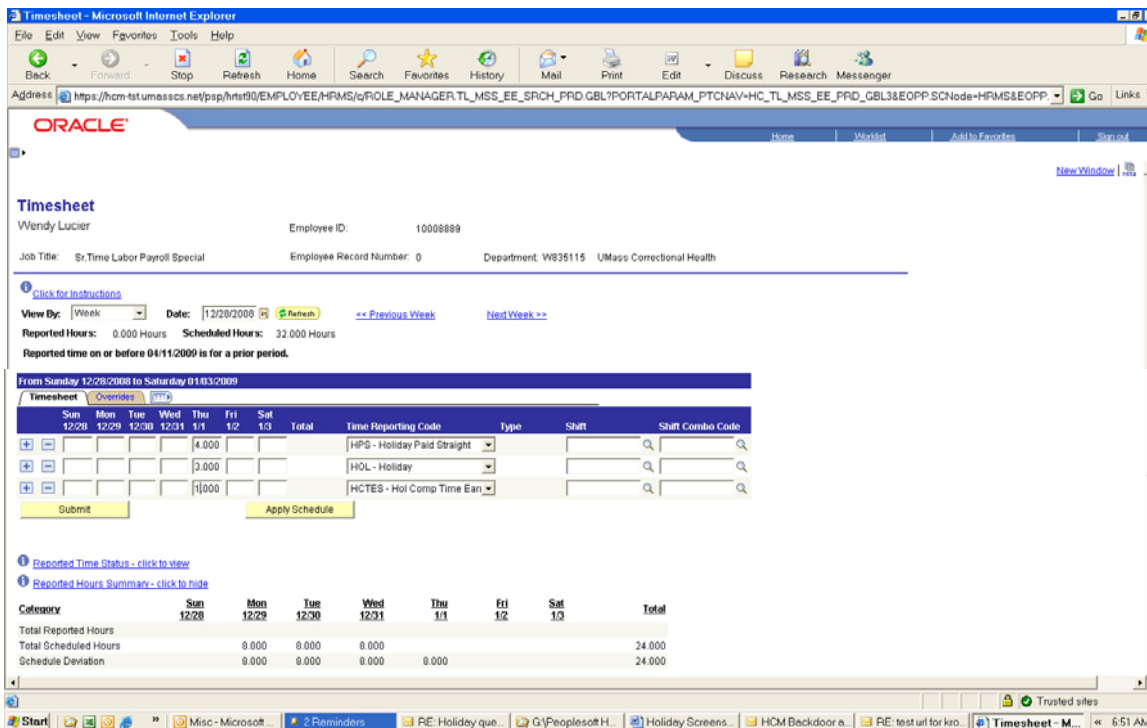
They are scheduled for less than their fte on the holiday and worked 4 hours



Step	Action
1.	<p>You input the worked hours 4 HPS and the holiday benefit hours 4 HOL and 4 HCTES.</p> <p>* 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 Part Time Employee (50% fte) scheduled for 3 hours but holiday benefit is 4 hours

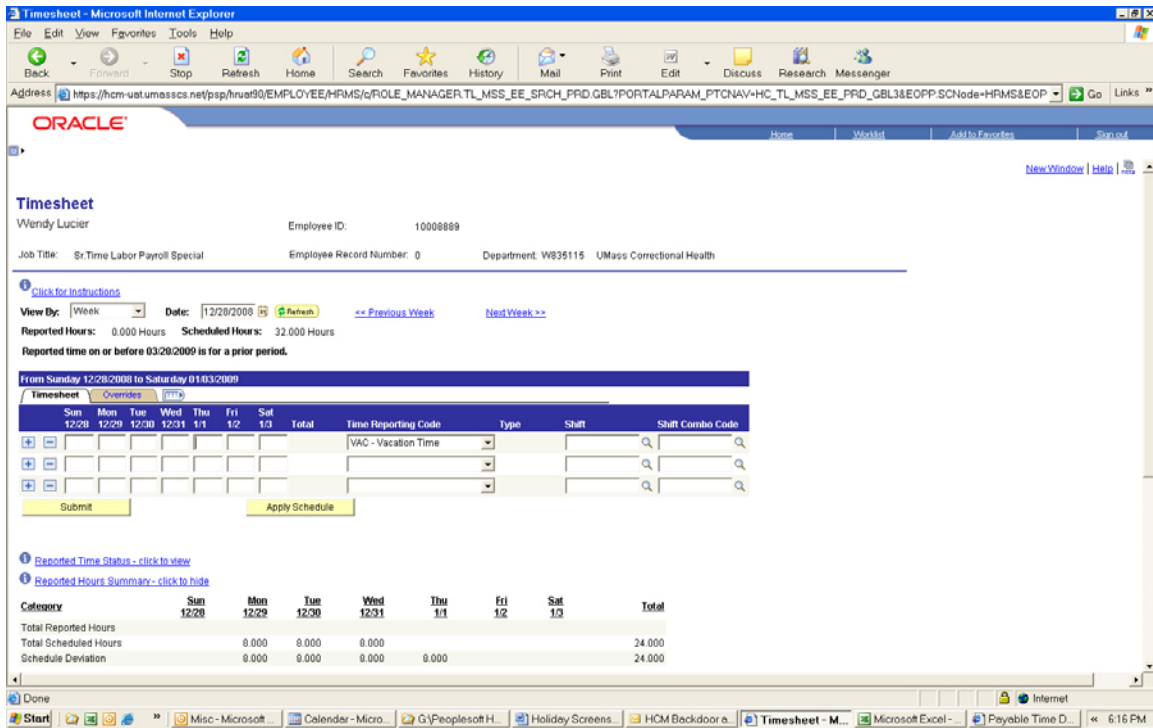
They are scheduled for less than their fte on the holiday and worked 4 hours



Step	Action
1.	<p>You input the worked hours 4 HPS and the holiday benefit hours 3 HOL and 1 HCTES.</p> <p>* Professional part time employee is only eligible for HCTES, they would be input as 3 HOL and 5 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



Step	Action
1.	<p>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.</p> <p>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.</p> <p>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.</p>

Classified Full Time Employee

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

Timesheet
Wendy Lucier Employee ID: 10008889
Job Title: Sr.Time Labor Payroll Special Employee Record Number: 0 Department: W935115 UMass Correctional Health

View By: Week Date: 12/28/2009
Reported Hours: 0.000 Hours Scheduled Hours: 32.000 Hours

From Sunday 12/28/2009 to Saturday 01/03/2010

Sun 12/28	Mon 12/29	Tue 12/30	Wed 12/31	Thu 1/1	Fri 1/2	Sat 1/3	Total	Time Reporting Code	Type	Shift	Shift Combo Code
			2.000					REG - Regular Pay GERS Elig			
			2.000					HPS - Holiday Paid Straight			

Submit Apply Schedule

Reported Time Status - click to view
Reported Hours Summary - click to hide

Category	Sun 12/28	Mon 12/29	Tue 12/30	Wed 12/31	Thu 1/1	Fri 1/2	Sat 1/3	Total
Total Reported Hours				8.000				8.000
Total Scheduled Hours				8.000				24.000
Schedule Deviation				8.000				8.000

Step	Action
1.	<p>You input the hours worked 2 REG, 2 HPS and then a rule is going to give 8 HOL.</p> <p>*Professional full time employee would get 2 REG, 2 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 they worked 4 hours
(example is a 10 hour day)

Timesheet
Wendy Lucier Employee ID: 10008889
Job Title: Sr.Time Labor Payroll Special Employee Record Number: 0 Department: W935115 UMass Correctional Health

View By: Week Date: 12/28/2009
Reported Hours: 0.000 Hours Scheduled Hours: 32.000 Hours
Reported time on or before 03/29/2009 is for a prior period.

From Sunday 12/28/2009 to Saturday 01/03/2010

Day	Time Reporting Code	Type	Shift	Shift Combo Code
Sun 12/28				
Mon 12/29				
Tue 12/30				
Wed 12/31				
Thu 12/31	4.000	HPS - Holiday Paid Straight		
Fri 1/1	6.000	VAC - Vacation Time		
Sat 1/2				
Sun 1/3				

Submit Apply Schedule

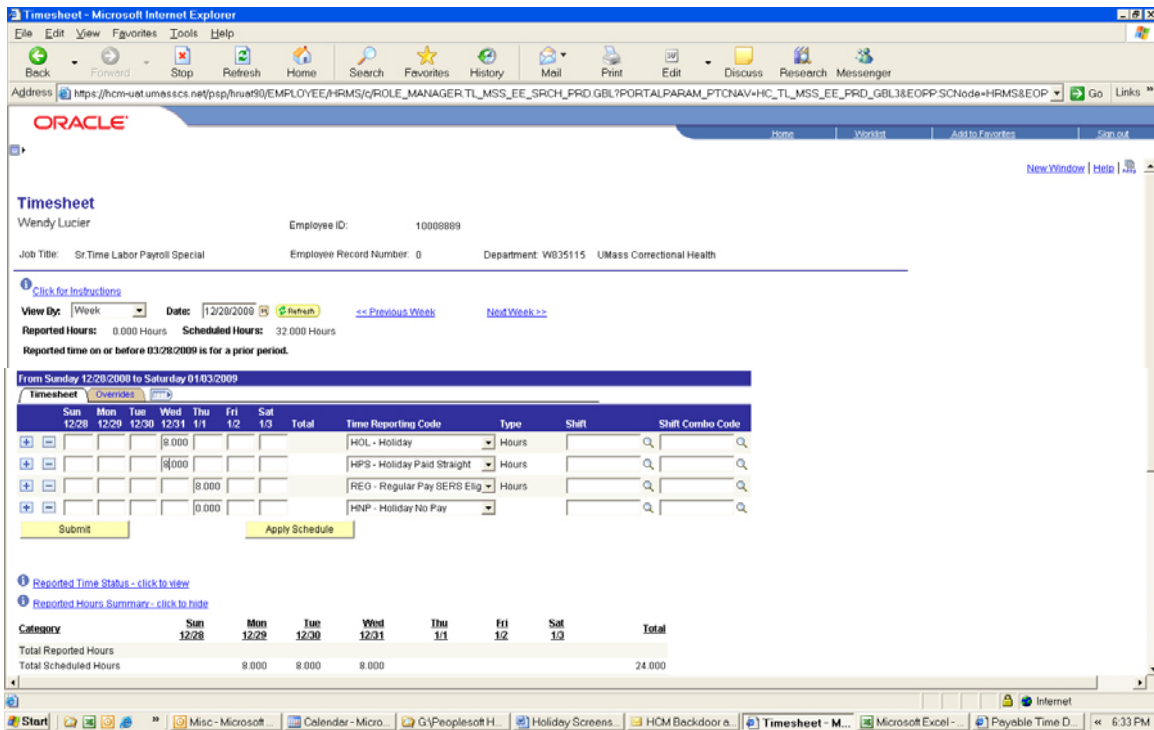
Reported Time Status - click to view
Reported Hours Summary - click to hide

Category	Sun 12/28	Mon 12/29	Tue 12/30	Wed 12/31	Thu 1/1	Fri 1/2	Sat 1/3	Total
Total Reported Hours					10.000			10.000
Total Scheduled Hours		8.000	8.000	8.000	8.000			24.000
Schedule Deviation		8.000	8.000	8.000	8.000			14.000

Step	Action
1.	<p>You input the hours worked 4 HPS, 6 VAC and then a rule is going to give 4 HOL.</p> <p>* A professional part time employee would get 4 HCTES, 6 VAC 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.



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)

Timesheet
Wendy Lucier Employee ID: 10008889
Job Title: Sr.Time Labor Payroll Special Employee Record Number: 0 Department: W835115 UMass Correctional Health

View By: Week Date: 12/28/2008 Refresh << Previous Week Next Week >>
Reported Hours: 8,000 Hours Scheduled Hours: 32,000 Hours
Reported time on or before 04/11/2009 is for a prior period.

From Sunday 12/28/2008 to Saturday 01/03/2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Type	Shift	Shift Combo Code
				8,000			8,000	HOL - Holiday	Hours		

Submit

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.