How to Report Worked Time on Holiday

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

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Additional Materials regarding Holiday Eligibility:


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

The holiday will be loaded into the Timesheets prior to the beginning of the payroll period as shown below. Departmental Time Reviewers will still need to validate the employee is eligible (e.g. in pay status) to receive the holiday. This document will refer to eligibility and assumes the employee meets the criteria. Refer to Guide above for eligibility criteria.

Eligible hourly employee works on the holiday.

1. Holiday Compensation:
   a. If the employee wants to receive holiday compensation, the employee would enter the actual hours worked and select the Time Reporting Code of REG-Regular Earns.
      i. In this scenario the employee worked 8 hours on the Holiday. The employee will need to insert a row [+ ] to enter data.
      ii. When the Time Admin process runs it will take the 8 hours worked and creates the 12 hours of Holiday Compensation.
2. Holiday Pay:
   a. If the employee wants to receive holiday pay and with appropriate approvals, the employee would enter the actual hours worked and select the Time Reporting Code of HDP – Holiday Pay 1.5
      i. In this scenario the employee worked 8 hours on the Holiday. The employee will need to insert a row [+] to enter data.
      ii. 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 work day or employee who works on the official holiday and the recognized holiday.
   b. When loading the holiday if the employee was not scheduled to work on the holiday but is eligible the process will load the holiday on the previously scheduled work day if it is in the same week. If the previously scheduled day is not in the same work week, the holiday is loaded on the next scheduled work day after the recognized holiday.
   c. This defaulted holiday is 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 Guide).

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

If an exempt employee works on the holiday, Departmental Time Reviewers will need to send a listing that includes the Employee’s Name and Department to hrpay@ku.edu indicating the hours worked. USS Exempt employees are eligible for Holiday Compensation or Holiday Pay. The listing should indicate if the USS Exempt employee is to be paid or receive compensation time. If pay or compensation is not indicated, the default will be to Holiday Compensation.