

## How to Report Worked Time on Holiday

Human Resources & Payroll (HR/Pay) system address [hr.ku.edu](http://hr.ku.edu)

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### Additional Materials regarding Holiday Eligibility:

Guide: [www.humanresources.ku.edu/files/documents/benefits/Holiday\\_report\\_guide.pdf](http://www.humanresources.ku.edu/files/documents/benefits/Holiday_report_guide.pdf)

### 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.

**Timesheet**

Name: Information Systems Analyst Employee ID: Number Empl Record: 0

Instructions

\*View By: Week Reported Hours: 8.00 Previous Week Next Week

\*Date: 11/12/2012 Scheduled Hours: 40.00

From Monday 11/12/2012 to Sunday 11/18/2012

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
8.00							8.00	HOLHR - Holiday Credit 1.0 h

### 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.

**Timesheet**

Name: Information Systems Analyst Employee ID: Number Empl Record: 0

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From Monday 11/12/2012 to Sunday 11/18/2012

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 h	PSNONCATS
8								REG - Regular Earns	PSNONCATS

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.

Timesheet

Name: Information Systems Analyst Employee ID: 0

Job Title: Information Systems Analyst Empl Record: 0

Instructions

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\*Date: 11/12/2012 Scheduled Hours: 40.00

From Monday 11/12/2012 to Sunday 11/18/2012

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

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.

- a. Please refer to the Guide for Eligibility of Holidays:  
[www.humanresources.ku.edu/files/documents/benefits/Holiday\\_report\\_guide.pdf](http://www.humanresources.ku.edu/files/documents/benefits/Holiday_report_guide.pdf)
- 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](mailto: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.