Holiday Examples for Exempt Employees

1. Example: Exempt employee-standard schedule

- If the employee did not work the holiday, do nothing in the timecard for this day. Exempt employees are auto-paid for the standard work week, including holidays. (Hours worked and holidays are not visible in the exempt employee’s timecard.)
- If the employee worked the holiday, select the hours type Comp Special Holiday Worked, select the supervisor, and enter the number of hours the employee actually worked that day.

2. Example: Exempt employee with Flex Schedule. Holiday falls on day off.

- You can modify your schedule for the week to account for the holiday OR
- Work your full schedule. Enter Comp Special Holiday Worked for the holiday AND add a comment: Holiday falls on my day off.

Non-Exempt Employees

**Non-Exempt Employee enters holiday time**

Holidays are pre-populated in the SSTL timecard template for non-exempt employees who work a standard work week. **Do not remove the pre-populated holiday hours. This entry is what pays the employee for this day, whether or not the employee worked that day.**

If an employee worked any hours on the holiday, the hours for the pay period will reflect the hours worked plus the holiday.

Example: An employee worked 8 hours per day Monday – Friday, plus 8 hours pre-populated for the holiday. The total hours for the week will reflect 48 hours total. 40 hours will be paid, with 8 hours credited with Comp Special Holiday Worked (leave). **The 8 hours worked on the holiday does not count towards the hours required in the week.** Using this example, with a one day holiday in the week, the employee is required to account for 32 hours as hours worked and/or leave taken.

**All hours worked on a holiday non-exempt and exempt employees are compensated as Comp**
Special leave. The hours worked on a holiday do not count towards the hours required for the remainder of the week.

Examples below: The “holiday” is Monday. Non-Exempt employee who reports time worked and leave taken, standard work week.

1. If the non-exempt employee did not work the holiday, leave the pre-populated hours for Holiday in the timecard. Do nothing else for this day.

<table>
<thead>
<tr>
<th>Hours Type</th>
<th>Assign/Mgr</th>
<th>Mon, Apr 11</th>
<th>Tue, Apr 12</th>
<th>Wed, Apr 13</th>
<th>Thu, Apr 14</th>
<th>Fri, Apr 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked</td>
<td>196543, Knight</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday</td>
<td>196543, Knight</td>
<td></td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **If the non-exempt employee worked the holiday**, leave the pre-populated Holiday hours in the timecard. Enter the hours you actually worked on this day in the **Hours Worked** row.

<table>
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<tr>
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Non-exempt employees—Flex Schedule

Non-exempt employees with a flex schedule (4 ten hour days.) The flex-schedule timecards are not pre-populated with the holiday.

1. 1. If the holiday falls on the employee’s regular day off, enter Holiday, select the supervisor, and enter 8 hours. Add a comment: Holiday falls on my day off. (We encourage employees who work a flex schedule of 4 10 hour days to change to the standard 8 hour day schedule anytime there is a holiday in the week. Otherwise, the employee will be paid for the holiday and will be paid for the 4 10 hour days that were worked.)
2. If the **holiday falls on the employee’s scheduled 10-hour day, and the employee took the entire day off**. Add a row for Holiday, select the supervisor, and enter 8 hours. Add another row to account for the remaining two hours for this day OR make up the two hours on another day in this week.

3. If the **holiday falls on the employee’s scheduled 10-hour day, and the employee worked that day**. Add a row for Holiday, select the supervisor, and enter 8 hours. Enter the hours the employee actually worked in the Hours Worked row. (In the example below, the employee works Monday through Thursday. Monday is a holiday.) In this example, the employee will receive 8 hours pay for the holiday, 10 hours Comp Special leave for working on the holiday, and the employee accounted for 32 hours (required) for the remaining days in the pay week. The employee is paid for 40 hours and receives 10 hours Comp Special leave.
Information Message on SSTL Timecard

If a non-exempt employee makes any attempt to change the pre-populated Holiday hours (even if you change back to the original pre-populated hours), the timecard will SAVE OR SUBMIT, with a confirmation: “Holiday hours are defaulted from your assignment time information. Please contact your HR Specialist to correct your assignment time information.” This message is triggered due to the change or attempt to change the Holiday hours. There is no need to contact the HRMS Specialist unless you have changed your official work week hours. This message may then indicate that your HRMS record has not been updated. Otherwise, do not change the pre-populated holiday hours.

Timekeeper Enters Holiday in Timekeeper Entry form

**Holidays are not pre-populated in the Timekeeper Entry form.** Enter the appropriate holiday hours for the employee; select the Payroll Element: Holiday.

Note: Holidays are not entered for exempt employees. Exempt employees only enter Comp Special Holiday Worked IF the exempt employee worked the holiday.