Holiday Pay Codes
Holiday Pay Scenarios

This document shows the common Holiday Payout Scenarios. 99% of people will be paid for the holiday with **no exception** entries needed:

- Holiday falls on a regularly scheduled work day - Page 4
- Holiday falls on a regularly scheduled work day and employee works a full shift - Page 5
- Holiday falls on a regularly scheduled work day and employee works a partial shift - Page 6
- Holiday falls on a regularly scheduled work day for a part-time employee and they don’t work - Page 7
- Holiday falls on a regularly scheduled work day for a part-time employee and they work a partial shift - Page 8
- Holiday falls on the 4-10 hour day employee’s scheduled day to work and they **do** work - Page 9
- Holiday falls on the employees scheduled day to work and they **don’t** work - Page 10

These scenarios are for exceptions only:
- Holiday falls on a non-scheduled work day and employee takes an alternate day off - Page 12
- Holiday falls on a non-scheduled work day and employee opts to be paid out - Page 13
- Employee is required to work on the Holiday and wants to receive comp time - Page 14
- Employee works four-10 hour days and will work five-8 hour days the week of the Holiday - Page 15
- Employee works part-time and is not scheduled to work on the holiday. They will make up the time missed - Page 16
Holiday Pay scenarios that require no additional action by Supervisor
**Supervisor Action:** NONE. Holiday pay will be automatically entered on the time card. Approve time card as normal. Holiday pay is based on % of appointment not to exceed 8 hours. Approve time card as normal.

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<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Daily</th>
<th>Period</th>
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Holiday falls on a scheduled work day and employee works a full shift.

**Employee Action:** Employee punches in and out on the holiday or enters time worked directly in Kronos.

**Supervisor Action:** NONE. Holiday pay will be automatically entered on the time card as “HolidayDHF”. Approve time card as normal.
Holiday falls on a scheduled work day and employee works a partial shift

**Employee Action:** Employee punches in and out on the holiday or enters time worked directly in Kronos.

**Supervisor Action:** NONE. Holiday pay will be automatically entered on the time card as “HolidayDHF” for the hours worked. Approve time card as normal.
Holiday falls on a regularly scheduled work day for a part-time employee and they **don’t work**.

**Employee Action:** Kronos automatically calculates holiday pay based on the part-time status. Request vacation or comp time to make up the difference in hours if needed. In this example employee works 30 hours per week.

**Supervisor Action:** NONE. Kronos automatically calculates the correct holiday time amount based on the part-time status of the employee. Approve vacation (if applicable) and time card as normal.
Holiday falls on a regularly scheduled work day for a part-time employee and they **do** work a partial shift.

**Employee Action:** Punch in and out or enter time off directly in Kronos. In this example, employee works 30 hours per week. If necessary, request vacation or comp to make up the difference.

**Supervisor Action:** NONE. Kronos automatically calculates the correct holiday time amount based on the part-time status of the employee and enters HOLIDAYDHF for the time worked. Approve vacation or comp time request (if necessary) and approve time card as normal.
Holiday falls on the employees scheduled day to work and they do work a 4-10 hour day

**Employee Action:** Punch in and out.

**Supervisor Action:** NONE. Approve time as normal.
Holiday falls on the employees scheduled day to work and they don’t work for 4-10 hour day employee

**Employee Action:** Submit 2 hours of time off to make up the difference.

**Supervisor Action:** Approve the time off request. Approve timecard as normal.
Holiday Pay scenarios that require additional action by Supervisor
Holiday falls on a non-scheduled day and employee takes an alternate day off as the holiday

**Supervisor Action:**

1. Insert a new line under the scheduled holiday. Select **Holiday** as Pay Code and enter -8.0 to remove the holiday hours. In this example, the holiday is on February 14th.

2. Insert a new line on the scheduled day the employee will take the holiday. Select **Holiday** as the Pay Code and enter 8.0 hours. In this example, the employee will take the holiday on February 10th.

3. Approve timecard as normal.
Holiday falls on a non-scheduled day and the employee opts to be paid out for the Holiday

1. **Supervisor Action:**
   Insert a new line on the holiday. Select **Holiday** as Pay Code and enter -8.0 to remove the holiday hours. In this example, the holiday is on February 14th.

2. Insert another new line on the holiday. Select **Hol Payout** as the Pay Code and enter 8.0 hours.

3. Approve time card as normal.
Employee is required to work on the University Holiday and wants to receive Comp Time Pay along with Holiday Pay

**Employee Action:** Employee punches in and out on the holiday or enters time worked directly in Kronos.

**Supervisor Action:**

Open the employee’s time card and select the pay period.

Go to the **Totals** section at the bottom of the timecard and verify that **Daily** is selected. Right-click on the **HolidayDHF** line. Select **Move Amount**.

**Note:** When you enter a move, you always change the totals view from "All" to "Daily" before entering the move.

In the **Move Amount** box, select **Holiday** for the paycode to be moved and enter the number of hours to move from HolidayDHF to Holiday. Enter the number of hours to move from HolidayDHF to **Holiday**. Click the **OK** button.
Employee is required to work on the University Holiday and wants to receive Comp Time Pay along with Holiday Pay (CONT.)

Insert another new line on the Holiday and select the **COMPEARN15** Pay Code for the Hours Worked.

Click the **Save** button.

**Note:** Make sure you select the correct **COMPEARN** amount.

**Result:**
In the **Totals** column, HolidayDHF has been zeroed out and replaced by Holiday. Comp 1.5 will be paid for these hours.

Approve the timecard as normal.
Employee works four 10 hour days and will work five-8 hour days the week of the holiday

**Supervisor Action:** Inform the appropriate UMD Payroll department to change the schedule for this week from four 10 hour days to five 8 hour days.

**UMD Payroll Action:** Change the schedule per the request of the Supervisor.
Employee works part-time and is not scheduled to work on the holiday. They will make up the time missed

**Employee Action:** Communicate to your Supervisor that you need to make up the time.

**Supervisor Action:** Inform the appropriate UMD Payroll department to change the schedule for this week to accommodate the missed hours on the holiday. If this is not done it could cause a schedule deviation that could result in overtime.

**UMD Payroll Action:** Change the schedule per the request of the Supervisor.