

# Holiday Pay Codes



UNIVERSITY OF MINNESOTA  
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# 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

# Holiday falls on a regularly scheduled work day

**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.

		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	ⓧ	Sun 2/04									
+	ⓧ	Mon 2/05	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	8.0
+	ⓧ	Tue 2/06	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	16.0
+	ⓧ	Wed 2/07	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	24.0
+	ⓧ	Thu 2/08	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	32.0
+	ⓧ	Fri 2/09	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	40.0
+	ⓧ	Sat 2/10									40.0
+	ⓧ	Sun 2/11									40.0
+	ⓧ	Mon 2/12	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	48.0
+	ⓧ	Tue 2/13	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	56.0
+	ⓧ	Wed 2/14					GroundHogs Day 20...	8.0		8.0	64.0
+	ⓧ		7:00AM-3:30PM								
+	ⓧ	Thu 2/15	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	72.0
+	ⓧ	Fri 2/16	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	80.0
+	ⓧ	Sat 2/17									80.0
+	ⓧ	Sun 2/18									80.0
+	ⓧ	Mon 2/19									

# 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.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Sun 2/04									
+	Mon 2/05	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	8.0
+	Tue 2/06	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	16.0
+	Wed 2/07	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	24.0
+	Thu 2/08	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	32.0
+	Fri 2/09	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	40.0
+	Sat 2/10									40.0
+	Sun 2/11									40.0
+	Mon 2/12	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	48.0
+	Tue 2/13	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	56.0
+	Wed 2/14	7:00AM-3:30PM	7:00AM	3:30PM		GroundHogs Day 20...	0.0	8.0	8.0	64.0
+	Thu 2/15	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	72.0
+	Fri 2/16	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	80.0
+	Sat 2/17									80.0
+	Sun 2/18									80.0
+	Mon 2/19									

**Supervisor Action:** NONE. Holiday pay will be automatically entered on the time card as "HolidayDHF". Approve time card as normal.

Accruals

Debit-Credit

Totals

Audits

Historical Corrections

Daily

All

Totals for 2/14/2018

Location	Job	Account	Pay Code	Amount	Wages
		DFAC/Z0339/10473/257981/0/-/-	HolidayDHF	8.0	\$0.00

# 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.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Thu 2/08	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	32.0
+ X	Fri 2/09	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	40.0
+ X	Sat 2/10									40.0
+ X	Sun 2/11									40.0
+ X	Mon 2/12	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	48.0
+ X	Tue 2/13	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	56.0
+ X	Wed 2/14	7:00AM-3:30PM	7:00AM	10:00AM		GroundHogs Day 20...	5.0	3.0	8.0	64.0
+ X	Thu 2/15	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	72.0
+ X	Fri 2/16	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	80.0

**Supervisor Action:** NONE. Holiday pay will be automatically entered on the time card as "HolidayDHF" for the hours worked. Approve time card as normal.

Accruals

Debit-Credit

Totals

Audits

Historical Corrections

Daily

All

Totals for 2/14/2018

Location	Job	Account	Pay Code	Amount	Wages
		DFAC/Z0339/10473/257981/0/-/-	Holiday	5.0	\$0.00
		DFAC/Z0339/10473/257981/0/-/-	HolidayDHF	3.0	\$0.00

# 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.

The screenshot displays the Kronos Timecards interface. At the top, it shows the employee's name (1135419), the date range (4/16/2018 - 4/22/2018), and the status (1 Employee(s) Selected). Below this are icons for View, Approve Timecard, Print Timecard, Refresh, Calculate Totals, Save, and Go To. The main table shows the employee's schedule for the week of April 16-22, 2018. The schedule is as follows:

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily
Mon 4/16	7:30AM-2:00PM	7:30AM	2:00PM				6.0	6.0
Tue 4/17	7:30AM-2:00PM	7:30AM	2:00PM				6.0	6.0
Wed 4/18	7:30AM-2:00PM	7:30AM	2:00PM				6.0	6.0
Thu 4/19	7:30AM-2:00PM	7:30AM	2:00PM				6.0	6.0
Fri 4/20					Test20	6.0		6.0
Sat 4/21	7:30AM-2:00PM							
Sun 4/22								

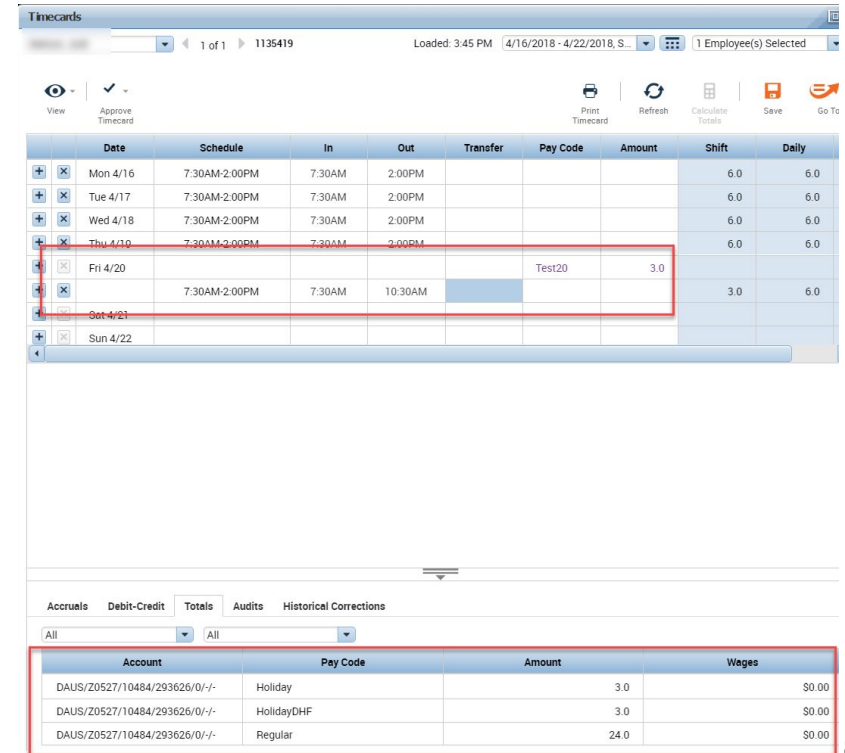
The Friday 4/20 row is highlighted with a red border, indicating the holiday. Below the main table, there are tabs for Accruals, Debit-Credit, Totals, Audits, and Historical Corrections. The Totals tab is selected, showing the following summary:

Account	Pay Code	Amount	Wages
DAUS/Z0527/10484/293626/0/-/-	Holiday	6.0	\$0.00
DAUS/Z0527/10484/293626/0/-/-	Regular	24.0	\$0.00

# 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.



Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily
Mon 4/16	7:30AM-2:00PM	7:30AM	2:00PM				6.0	6.0
Tue 4/17	7:30AM-2:00PM	7:30AM	2:00PM				6.0	6.0
Wed 4/18	7:30AM-2:00PM	7:30AM	2:00PM				6.0	6.0
Thu 4/19	7:30AM-2:00PM	7:30AM	2:00PM				6.0	6.0
Fri 4/20	7:30AM-2:00PM	7:30AM	10:30AM		Test20	3.0	3.0	6.0
Sat 4/21								
Sun 4/22								

Account	Pay Code	Amount	Wages
DAUS/Z0527/10484/293626/0/-/-	Holiday	3.0	\$0.00
DAUS/Z0527/10484/293626/0/-/-	HolidayDHF	3.0	\$0.00
DAUS/Z0527/10484/293626/0/-/-	Regular	24.0	\$0.00



# 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.

Timecards

1 of 1 4595464

Loaded: 11:30 AM 4/16/2018 - 4/22/2018, S... 1 Employee(s) Selected

View Approve Timecard

Print Timecard Refresh Calculate Totals Save Go To

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ [-]	Mon 4/16									
+ [-]	Tue 4/17	6:30AM-5:00PM								
+ [-]	Wed 4/18	6:30AM-5:00PM								
+ [-]	Thu 4/19	6:30AM-5:00PM								
+ [-]	Fri 4/20	6:30AM-5:00PM	6:30AM	5:00PM		Test20	0.0	10.0	10.0	10.0
+ [-]	Sat 4/21									10.0
+ [-]	Sun 4/22									10.0

Accruals Debit-Credit Totals Audits Historical Corrections

Account	Pay Code	Amount	Wages
DAUS/Z0527/10487/219689/0/-/-	Hol WorkedOt	2.0	\$0.00
DAUS/Z0527/10487/219689/0/-/-	HolidayDHF	8.0	\$0.00

# 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.

The screenshot displays a 'Timecards' application window. At the top, it shows 'Andromeda, Oliver' and '1 of 1' with ID '4595464'. The date range is '4/16/2018 - 4/22/2018, S...' and '1 Employee(s) Selected' is shown. The main interface has a calendar view on the left and a table on the right. The table has columns: Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. The data rows show a schedule for April 16 to 22, 2018. A red box highlights the row for Friday, 4/20, which shows a schedule of 6:30AM-5:00PM, a pay code of 'Test20', and an amount of 8.0. Below the calendar view, there are tabs for 'Accruals', 'Debit-Credit', 'Totals', 'Audits', and 'Historical Corrections'. The 'Totals' tab is selected, showing a summary table with columns: Account, Pay Code, Amount, and Wages. The summary table has one row for 'DALUS/Z0527/10487/219689/0/-/-' with a pay code of 'Holiday', an amount of 8.0, and wages of \$0.00.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 4/16									
Tue 4/17	6:30AM-5:00PM								
Wed 4/18	6:30AM-5:00PM								
Thu 4/19	6:30AM-5:00PM								
Fri 4/20	6:30AM-5:00PM				Test20	8.0		8.0	8.0
Sat 4/21	6:30AM-5:00PM								8.0
Sun 4/22									8.0

Account	Pay Code	Amount	Wages
DALUS/Z0527/10487/219689/0/-/-	Holiday	8.0	\$0.00

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.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Sun 2/04									
+	Mon 2/05	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	8.0
+	Tue 2/06	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	16.0
+	Wed 2/07									16.0
+	Thu 2/08	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	24.0
+	Fri 2/09	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	32.0
+	Sat 2/10					Holiday	8.0		8.0	40.0
+	Sun 2/11									40.0
+	Mon 2/12	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	48.0
+	Tue 2/13	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	56.0
+	Wed 2/14					GroundHogs Day 20...	8.0			56.0
+						Holiday	-8.0			56.0
+	Thu 2/15	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	64.0
+	Fri 2/16	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	72.0
+	Sat 2/17	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	80.0
+	Sun 2/18									80.0
+	Mon 2/19									

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Sun 2/04									
+	Mon 2/05	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	8.0
+	Tue 2/06	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	16.0
+	Wed 2/07									16.0
+	Thu 2/08	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	24.0
+	Fri 2/09	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	32.0
+	Sat 2/10					Holiday	8.0		8.0	40.0
+		8:00AM-4:30PM								
+	Sun 2/11									40.0
+	Mon 2/12	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	48.0
+	Tue 2/13	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	56.0
+	Wed 2/14					GroundHogs Day 20...	8.0			56.0
+						Holiday	-8.0			56.0
+	Thu 2/15	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	64.0
+	Fri 2/16	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	72.0
+	Sat 2/17	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	80.0
+	Sun 2/18									80.0
+	Mon 2/19									

# 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.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Sat 2/10	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	40.0
+	Sun 2/11									40.0
+	Mon 2/12	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	48.0
+	Tue 2/13	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	56.0
+	Wed 2/14					GroundHogs Day 20...	8.0			
+						Hol Payout	8.0			
+						Holiday	-8.0			
+	Thur 2/15	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	64.0
+	Fri 2/16	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	80.0
+	Sat 2/17	8:00AM-4:30PM	8:00AM	4:30PM				8.0	8.0	88.0

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.

The screenshot shows the Kronos Timecards interface. The 'Totals' section at the bottom is visible, with 'Daily' selected. A 'Totals Actions' dialog box is open, showing 'Move Amount' as the selected action. The 'Move Amount' dialog box is also visible, showing 'HolidayDHF' as the selected paycode and '8.0' as the amount.

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. Click the **OK** button.

The screenshot shows the 'Move Amount' dialog box. The 'From' section shows 'Paycode: HolidayDHF', 'Amount (HH.hh): 8.0', and 'Transfer: ;DAUS/20527/10490/276268/0/-/'. The 'To' section shows 'Effective Date: 9/03/2018', 'Paycode: Holiday', 'Amount (HH.hh): 8', and 'Transfer:'. The 'OK' button is highlighted.

## 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.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
	Mon 9/03					Labor Da...	0.0			
						Comp Ea...	8.0			

### 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.

Accruals	Debit-Credit	Totals	Audits	Historical Corrections
Daily	All	Totals for 9/03/2018		
Location	Job	Account	Pay Code	Amount
		DAUS/Z0527/10490/276268/0/-/-	Comp Earned 1.5	8.0
		DAUS/Z0527/10490/276268/0/-/-	Hol WorkedOt	0.12
		DAUS/Z0527/10490/276268/0/-/-	Holiday	8.0
		DAUS/Z0527/10490/276268/0/-/-	HolidayDHF	0.0

Employee works four 10 hour days and will work five-8 hour days the week of the holiday

**Supervisor Action:** Inform your Super User or Payroll 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 your Super User or Payroll 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.