

Guide to:
Holiday Pay and
Recording Holiday Hours

Holiday Pay

Status	Holiday Falls On	Benefit if the Employee <i>Must</i> Work on the Holiday	Benefit if the Employee <i>Does Not Work</i> the Holiday
Full-time (five days 7.5/8 hours per day) or part-time	On a regularly scheduled work day	Regularly scheduled hours for the day <i>and</i> holiday may be taken as holiday pay (Example 1A) or saved as vacation hours for future use (Example 1B)	Regularly scheduled hours for the day, to be taken as holiday pay (Example 2)
Full-time (five days 7.5/8 hours per day)	Other than a regularly scheduled work day	N/A	Regularly scheduled hours to save as vacation for future use (Example 3)
Part-time	Other than a regularly scheduled work day	N/A	One fifth of the weekly scheduled hours, to save as vacation hours for future use (Example 4)
Alternative work week (4x10 hour days, 3x12 hour days, etc.)	A regularly scheduled work day	Regularly scheduled hours for that day <i>and</i> holiday pay may be taken as holiday pay (Example 5A) or saved as vacation hours (Example 5B)	Regularly scheduled hours for the day, to be taken as holiday pay
Alternative work week (4x10 hour days, 3x12 hour days, etc.)	Other than a regularly scheduled work day	N/A	One fifth of the weekly scheduled hours, to save as vacation hours for future use (Example 6)

Reporting Holiday Hours in Timepro:

- Employees who are using the time clock method (including virtual) must report their holiday hours (via the blue Payroll Adjustment Request form) to their managers... the manager in turn will enter the hours into Timepro.
 - Full time employees, who are entering time through the Web Timesheet, should enter their normally scheduled hours using Pay Type HOL.
 - Part time or alternate work week employees should enter the holiday hours that are applicable to their schedules.
 - Employees, who worked on the holiday **AND** would like to **RECEIVE** the holiday pay, should enter two lines within Timepro. The first line should be the worked hours (Pay Type - NORM) and the second line should be the holiday hours (Pay Type - HOL).
 - Employees, who worked on the holiday **AND** would like to **SAVE** the holiday, should enter two lines within Timepro. The first line should be the worked hours (Pay Type - NORM) and the second line should be the holiday saved hours (Pay Type - HOLS). The system will automatically add these hours to your vacation bank.
- **Be aware that in order to save the holiday, you have to have either:**
 - Worked on the holiday - in which case you can save the amount of hours you worked
 - Not be regularly scheduled for the holiday and not worked the holiday - in which case you must enter In Time and Out Time that would reflect 1/5 of your regularly scheduled hours. For example: You typically work a total of 30 hours a week. 1/5 of 30 hours = 6 hours, so you would enter an In Time of 8:30AM and an Out Time of 2:30PM which would total 6 hours.
- **Be careful** - if you normally have a lunch deduction, this must also be included when entering your holiday time
 - Be sure to verify that the total number of hours reported are correct.

Examples of Holiday Recording in Timepro

Status: Full-time (five days 7.5/8 hours per day)

Holiday Falls On: A regularly scheduled work day

Benefit if the Employee must work on the Holiday: Regularly scheduled hours for the day, to be taken as holiday pay (HOL) ~or~ saved as vacation hours for future use (HOLS):

Example 1A: Employee worked the holiday and would like to be paid for the holiday (HOL):

The screenshot shows a web browser window titled "TimeproVTWebMainPage.aspx" with the following data:

0000030653 - White, Julia C Period: 08/06/2006
Regular Hours: 16.000 Overtime Hours: 0.000 Other Total: 0.000

Type	Day	Date	In Time	Day	Date	Out Time	LCH -Adj	Job Class	Reg	O.T.	Total	Notes
NORM	Mon	07/31/2006	08:00 AM	Mon	07/31/2006	04:30 PM	30	Controller -	8.000		8.000	
HOL	Mon	07/31/2006	08:00 AM	Mon	07/31/2006	04:30 PM	30	Controller -	8.000		8.000	

Buttons at the bottom: Change Period, Add Record, Delete Selected Record, Save, Cancel/Exit

Example 1B: Employee worked the holiday and would like to save the holiday (HOLS):

The screenshot shows a web browser window titled "TimeproVTWebMainPage.aspx" with the following data:

0000030653 - White, Julia C Period: 08/06/2006
Regular Hours: 16.000 Overtime Hours: 0.000 Other Total: 0.000

Type	Day	Date	In Time	Day	Date	Out Time	LCH -Adj	Job Class	Reg	O.T.	Total	Notes
NORM	Mon	07/31/2006	08:00 AM	Mon	07/31/2006	04:30 PM	30	Controller -	8.000		8.000	
HOLS	Mon	07/31/2006	08:00 AM	Mon	07/31/2006	04:30 PM	30	Controller -	8.000		8.000	

Buttons at the bottom: Change Period, Add Record, Delete Selected Record, Save, Cancel/Exit

Status: Full-time (five days 7.5/8 hours per day)
 Holiday Falls On: A regularly scheduled work day
 Benefit if the Employee *does not* work the Holiday: Regularly scheduled hours for the day, to be taken as holiday pay (HOL)

Example 2

0000030653 - White, Julia C Period: 08/06/2006
 Regular Hours: 8.000 Overtime Hours: 0.000 Other Total: 0.000

Type	Day	Date	In Time	Day	Date	Out Time	LCH -Adj	Job Class	Reg	O.T.	Total	Notes
HOL	Mon	07/31/2006	08:00 AM	Mon	07/31/2006	04:30 PM	30	Controller -	8.000		8.000	

Buttons: Change Period, Add Record, Delete Selected Record, Save, Cancel/Exit

Status: Full-time (five days 7.5/8 hours per day)
 Holiday Falls On: A day not regularly scheduled to work
 Benefit if the Employee *does not* work the Holiday: Regularly scheduled hours to save as vacation for future use (HOLS)

Example 3

0000030653 - White, Julia C Period: 08/06/2006
 Regular Hours: 8.000 Overtime Hours: 0.000 Other Total: 0.000

Type	Day	Date	In Time	Day	Date	Out Time	LCH -Adj	Job Class	Reg	O.T.	Total	Notes
HOLS	Mon	07/31/2006	08:00 AM	Mon	07/31/2006	04:30 PM	30	Controller -	8.000		8.000	

Buttons: Change Period, Add Record, Delete Selected Record, Save, Cancel/Exit

Status: Part-time

Holiday Falls On: A day not regularly scheduled to work

Benefit if the Employee *does not* work the Holiday: One fifth of the weekly scheduled hours, to save as vacation hours for future use

Example 4: Employee is scheduled for 30 hours a week, but is not regularly scheduled to work the day on which the holiday falls.

Employee can holiday save 6 hours: $30 \div 5 = 6$

The screenshot shows a web browser window titled "TimeproVTClock by Commeg - Microsoft Internet Explorer". The address bar shows the URL: [https://tpweb.bowdoin.edu/TimeproVTweb/\(2nzn2l55n1nhgqeoyd303z45\)/TimeproVTWebMainPage.aspx?site=TPSecurityWebMgr](https://tpweb.bowdoin.edu/TimeproVTweb/(2nzn2l55n1nhgqeoyd303z45)/TimeproVTWebMainPage.aspx?site=TPSecurityWebMgr). The main content area displays the following information:

0000030653 - White, Julia C Period: 08/06/2006
Regular Hours: 6.000 Overtime Hours: 0.000 Other Total: 0.000

Type	Day	Date	In Time	Day	Date	Out Time	LCH -Adj	Job Class	Reg	O.T.	Total	Notes
HOLS	Mon	07/31/2006	08:00 AM	Mon	07/31/2006	02:30 PM	30	Controller -	6.000		6.000	

At the bottom of the application, there are several buttons: "Change Period", "Add Record", "Delete Selected Record", "Save", and "Cancel/Exit". A status bar at the bottom of the browser window shows "Done" and "Local intranet".

Status: Alternative work week full-time (4x10 hour days, 3x12 hour days, etc.)
Holiday Falls On: A regularly scheduled work day
Benefit if the Employee must work on the Holiday: Regularly scheduled hours for that day to be taken as holiday pay (HOL) ~ or ~ saved as vacation hours (HOLS)

Example 5A: Employee chooses to be paid for the holiday (HOL):

The screenshot shows a Mozilla Firefox browser window displaying the TimePro Timesheet for White, Julia C. The browser address bar shows the URL: https://tpweb.bowdoin.edu/TimeproVTweb/(pvb1zwafdhne1xfbqqstn). The page title is "TimePro® Timesheet for: White, Julia C". The browser tabs include "Bowdoin Directory Search Results", "recordingholidayhours.pdf (application...", and "TimeproVTclock by Commeg".

?	Type	Day	In Date	In Time	Day	Out Date	Out Time	Brk-	Job Class	Reg
- Period : 07/27/2008										
	NORM	Mon	07/21/08	8:00 A	Mon	07/21/08	4:00 P	30	Controller - Salary	7,500
	HOL	Mon	07/21/08	8:00 A	Mon	07/21/08	4:00 P	30	Controller - Salary	7,500
										07/27/2008 Totals: 15,000
- Period : 08/03/2008										

Example 5B: Employee chooses to save the holiday (HOLS):

The screenshot shows a Mozilla Firefox browser window displaying the TimePro Timesheet for White, Julia C. The browser address bar shows the URL: https://tpweb.bowdoin.edu/TimeproVTweb/(pvb1zwafdhne1xfbqqstn). The page title is "TimePro® Timesheet for: White, Julia C". The browser tabs include "Bowdoin Directory Search Results", "recordingholidayhours.pdf (application...", and "TimeproVTclock by Commeg".

?	Type	Day	In Date	In Time	Day	Out Date	Out Time	Brk-	Job Class	Reg
- Period : 07/27/2008										
	NORM	Mon	07/21/08	8:00 A	Mon	07/21/08	4:00 P	30	Controller - Salary	7,500
	HOLS	Mon	07/21/08	8:00 A	Mon	07/21/08	4:00 P	30	Controller - Salary	7,500
										07/27/2008 Totals: 15,000
- Period : 08/03/2008										

Status: Alternative work week full-time (4x10 hour days, 3x12 hour days, etc.)

Holiday Falls On: A day other than a regularly scheduled work day

Benefit if the Employee does not work on the Holiday: One fifth of the weekly scheduled hours, to save as vacation hours for future use

Example 6

TimePro® Timesheet for: White, Julia C

?	Type	Day	In Date	In Time	Day	Out Date	Out Time	Brk-	Job Class	Reg
- Period : 07/27/2008										
	HOLS	Mon	07/21/08	8:00 A	Mon	07/21/08	4:00 P	30	Controller - Salary	7.500
										07/27/2008 Totals: 7.500
- Period : 08/03/2008										
										Grand Totals: 7.500

White, Julia C has 1 timecard records for currently selected periods.

Edit Insert Add Delete Refresh Totals Accrual View Save Change Period Exit

Done tpweb.bowdoin.edu

Status: Full-time or part-time

Holiday Falls On: A regularly scheduled work day

Benefit if the Employee must work part of the Holiday: Employee records hours worked and may choose to save (HOLS) the time worked and take the rest of the hours as holiday (HOL) ~ or ~ may choose to get paid the holiday

Example 7: What a time record should look like if an employee worked only part of the holiday and wishes to save that time; notice there are 3 entries:

TimePro® Timesheet for: White, Julia C

?	Type	Day	In Date	In Time	Day	Out Date	Out Time	Brk-	Job Class	Reg
- Period : 07/27/2008										
	NORM	Mon	07/21/08	8:00 A	Mon	07/21/08	11:00 A	0	Controller - Salary	3.000
	HOLS	Mon	07/21/08	8:00 A	Mon	07/21/08	11:00 A	0	Controller - Salary	3.000
	HOL	Mon	07/21/08	11:00 A	Mon	07/21/08	4:00 P	30	Controller - Salary	4.500
										07/27/2008 Totals: 10.500
- Period : 08/03/2008										

Employee works part of the holiday and chooses to get paid the holiday:

TimePro® Timesheet for: White, Julia C

?	Type	Day	In Date	In Time	Day	Out Date	Out Time	Brk-	Job Class	Reg
- Period : 07/27/2008										
	NORM	Mon	07/21/08	8:00 A	Mon	07/21/08	11:00 A	0	Controller - Salary	3.000
	HOL	Mon	07/21/08	8:00 A	Mon	07/21/08	4:00 P	30	Controller - Salary	7.500
										07/27/2008 Totals: 10.500
- Period : 08/03/2008										