



# MANAGING HOLIDAYS IN THE INTEGRATED HR-PAYROLL SYSTEM



## JOB AID TM-17 | TRANSACTION ESS

The purpose of this job aid is to explain how to manage holidays in the Integrated HR/Payroll System.

### Positive Time Employees on Schedules Other Than 5x8

The key to entering holidays in the Integrated HR/Payroll System is whether the day is a scheduled work day for the employee. The employee may reflect holiday leave up to eight hours on the holiday itself or another day if approved. Each holiday entitlement is eight hours. Positive Time employees must record all their time, including work time and leave time. Negative Time employees are **not** required to make an entry on a holiday **UNLESS** he or she worked on the holiday. On a state holiday, a Positive Time employee must take one of the following actions:

1. Record Time Worked (9500)
2. Record Holiday Leave (9300) on that day (if it is a scheduled work day)
3. Record Holiday Leave (9300) on some other scheduled work day

When hours of Time Worked (9500) are reported on a holiday that falls on a scheduled workday, the number of hours of Holiday Leave (9300) reported that day should be reduced by an equal amount, up to eight hours. Time Worked reported on a holiday results in an equal number of hours of Holiday Leave, up to eight, being moved from the Holiday Leave quota to the Holiday Comp Time quota. Please review the time entry overview guide listed below to gain a better understanding of absence and attendance type codes.

<https://www.osc.nc.gov/documents/time-entry-guide>

Below are some examples of how employees with flex schedules would enter Holiday Leave (9300) and Time Worked (9500) during a week in which a state holiday occurs.

### 4 x 9 + 4 Employees with a Monday Holiday

Option 1: Take Holiday Leave on the Holiday (Monday) and then work an extra hour somewhere in the week.

Weekly View		Daily View		Week from 2/3/2008 to 2/9/2008						
Working Times Recorded from Sunday, February 3, 2008 to Saturday, February 9, 2008.										
Att./abs. type	Premium no.	Total	SU, 02/03	MO, 02/04	TU, 02/05	WE, 02/06	TH, 02/07	FR, 02/08	SA, 02/09	
Plan		40		9	9	9	9	4		
Act										
Holiday Leave ...		8		8						
Time Worked (...)		32			9	9	9	5		

Option 2: Take Holiday Leave on the Holiday (Monday) and take one hour of Approved Leave to compensate for the full 9 hours:

Weekly View Daily View

Week from 2/3/2008 to 2/9/2008 Go

Working Times Recorded from Sunday, February 3, 2008 to Saturday, February 9, 2008.

Att./abs. type	Premium no.	Total	SU, 02/03	MO, 02/04	TU, 02/05	WE, 02/06	TH, 02/07	FR, 02/08	SA, 02/09
	Plan	40		9	9	9	9	4	
	Act								
Holiday Leave ...		8		8					
Approved Lea...		1		1					
Time Worked (...)		31			9	9	9	4	

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**4 x 10 Employees with a Monday Holiday**

Option 1: Take Holiday Leave on the Holiday (Monday) and then work extra hours in the week:

Weekly View Daily View

Week from 2/3/2008 to 2/9/2008 Go

Working Times Recorded from Sunday, February 3, 2008 to Saturday, February 9, 2008.

Att./abs. type	Premium no.	Total	SU, 02/03	MO, 02/04	TU, 02/05	WE, 02/06	TH, 02/07	FR, 02/08	SA, 02/09
	Plan	40		10	10	10	10		
	Act								
Holiday Leave ...		8		8					
Time Worked (...)		32			11	11	10		

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Option 2: Take Holiday Leave on the Holiday (Monday) and record Approved Leave for the two more hours:

Weekly View | Daily View

Week from 2/3/2008 to 2/9/2008 Go

Working Times Recorded from Sunday, February 3, 2008 to Saturday, February 9, 2008.

Att./abs. type	Premium no.	Total	SU, 02/03	MO, 02/04	TU, 02/05	WE, 02/06	TH, 02/07	FR, 02/08	SA, 02/09
	Plan	40		10	10	10	10		
	Act								
Holiday Leave ...		8		8					
Approved Lea...		2		2					
Time Worked (...)		30			10	10	10		

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**4 x 9 +4 Employees with a Friday Holiday**

Some agencies may allow employees to work eight-hour days in a week with a holiday. The timesheet should reflect 8 hours of work and an hour of Holiday Leave on each of the nine-hour days, and then four hours of Holiday Leave on Friday.

Weekly View | Daily View

Week from 2/3/2008 to 2/9/2008 Go

Working Times Recorded from Sunday, February 3, 2008 to Saturday, February 9, 2008.

Att./abs. type	Premium no.	Total	SU, 02/03	MO, 02/04	TU, 02/05	WE, 02/06	TH, 02/07	FR, 02/08	SA, 02/09
	Plan	40		9	9	9	9	4	
	Act								
Time Worked (...)		32		8	8	8	8		
Holiday Leave ...		8		1	1	1	1	4	

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The employee cannot enter a full eight hours of Holiday Leave on Friday. The leave entry on that day is limited to the hours the employee was scheduled to work.

**4 x 10 Employees with a Friday Holiday**

Some agencies may allow employees to work eight-hour days in a week with a holiday. The timesheet should reflect that the employee used two hours of Holiday Leave for each day:

Weekly View Daily View

Week from 2/3/2008 to 2/9/2008 Go

Working Times Recorded from Sunday, February 3, 2008 to Saturday, February 9, 2008.

Att./abs. type	Premium no.	Total	SU, 02/03	MO, 02/04	TU, 02/05	WE, 02/06	TH, 02/07	FR, 02/08	SA, 02/09
Plan		40		10	10	10	10		
Act									
Time Worked (...)				8	8	8	8		
Holiday Leave ...				2	2	2	2		

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The employee does not have the option of recording eight hours of Holiday Leave on Friday because Friday is not a scheduled work day. The employee did get the benefit of the holiday, two hours per day.