

HR Direct –MANAGE FLOATING HOLIDAY TIME REPORTING

AUDIENCE: This process applies to salaried employees who receive pay for holidays.

BUSINESS PROCESS: If you take the Floating Holiday and do not work, you do not need to enter time. The system will generate the Holiday for you.

If you work the Floating Holiday, it is considered an exception and needs to be recorded on your timesheet. You earn Holiday Compensatory Time (HCTES) for each hour worked. You cannot report exceptions such as vacation (VAC), sick (SIC), or (PER) on a Holiday. See below for detailed instructions.

EARNING HOLIDAY COMPENSATORY TIME

- If you work on the holiday, you need to enter 2 rows. Code HOL pays you and should equal your scheduled hours for the day. Code HCTES credits you with Holiday Compensatory Time and should total the number of hours you worked. You cannot use any other Time Reporting Codes for that day.

Example of employee who worked full day on the holiday – hours worked is 7.5

From Sunday 03/14/2010 to Saturday 03/20/2010									
Timesheet		Overrides							
	Sun 3/14	Mon 3/15	Tue 3/16	Wed 3/17	Thu 3/18	Fri 3/19	Sat 3/20	Total	Time Reporting Code
+ -				7.500				7.500	HCTES - Hol Comp Time Earn
+ -				7.500				7.500	HOL - Holiday
Submit									

Example of employee who worked partial day – hours worked is 3.0

From Sunday 03/14/2010 to Saturday 03/20/2010									
Timesheet		Overrides							
	Sun 3/14	Mon 3/15	Tue 3/16	Wed 3/17	Thu 3/18	Fri 3/19	Sat 3/20	Total	Time Reporting Code
+ -				3.000				3.000	HCTES - Hol Comp Time Earn
+ -				7.500				7.500	HOL - Holiday
Submit									

- Click
- Warning message displayed. Click .

Warning -- 2010-03-17 is scheduled as a holiday (13504,3003)

Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.

OK

Cancel

SPECIAL PROCESSING TO USE TIME IN SAME PAY PERIOD THAT IT IS EARNED

Employees seeking to use compensatory time, must first have it accrued and in their comp time balance account. This means Holiday Comp Time Earned (HCTES) needs to be processed before a person can use Holiday Comp Time Used (HCTU).

A PeopleSoft Process called **Time Administration** runs every day at noon and 5:00p.m. --- This process moves your reported time to a payable time status and consequently adds your HCTES into your available comp time balances. If you need to use newly earned Holiday Comp Time in the same pay period, you need to follow the steps below to correctly sequence the data entry of your time.

If you try posting both the HCTES and HCTU at the same time, the systems will display the following error:



Scenario: Here is an example of processing time for a week when the employee worked on Wednesday's Holiday and wants to use the time to take the Friday off.

4. Enter time as shown above in steps 1 through 3.
5. Allow PeopleSoft Time Administration process to run.
 - If you report HCTES before noon, you can then go in after 3:00 and use it.
 - If you report HCTES after noon, you can go in the next morning and use it.
6. Return to your timesheet after waiting appropriate amount of time and enter HCTU for Friday and click

Submit

From Sunday 03/14/2010 to Saturday 03/20/2010

Timesheet Overrides

	Sun 3/14	Mon 3/15	Tue 3/16	Wed 3/17	Thu 3/18	Fri 3/19	Sat 3/20	Total	Time Reporting Code	Type
+ -				7.500					HCTES - Hol Comp Time Ear	Hours
+ -						7.5			HCTU - Holiday Comp Time L	
+ -										

Submit

7. Warning message displayed. Click .

Warning -- 2009-06-17 is scheduled as a holiday (13504,3003)

Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.

8. Submissions Complete. Click .

Timesheet Submit Confirmation



The Submit was successful.

Time for the Week of 2010-03-14 to 2010-03-20 is submitted

USING EARNED HOLIDAY COMPENSATORY TIME

Note: You have 60 days to use the Holiday Compensatory Time earned.

1. Code HCTU is used to report Holiday Compensatory Time Used. Enter the number of hours.

From Sunday 03/21/2010 to Saturday 03/27/2010

Timesheet Overrides

	Sun 3/21	Mon 3/22	Tue 3/23	Wed 3/24	Thu 3/25	Fri 3/26	Sat 3/27	Total	Time Reporting Code
+ -						7.5			HCTU - Holiday Comp Time L
+ -									
+ -									

Submit

2. Click

