

Employee Holiday Process

A benefits-eligible, non-hourly employee will automatically earn holiday credit provided the employee is in pay status on the scheduled day before and after the holiday. That is, the holiday **will be earned and taken even if the employee is not scheduled to work on the holiday.**

If the employee is eligible for the holiday, holiday credit applies as follows:

- If the employee is scheduled to work but **DOES NOT WORK** on the holiday, eSTART will apply the **Holiday Earned** and **Holiday Taken** pay codes.
- If the employee is scheduled to work **and WORKS on the holiday**, eSTART will automatically calculate the correct amount of time to be banked. For example, if the employee works three hours on a holiday, three hours of **Holiday Earned** will be sent to GHRS.
- If an employee does not work on the holiday but needs to bank the holiday since the holiday was on the employee's scheduled day off, the **Holiday Bank Taken** pay code must be **manually added by the manager or agency administrator** in order to offset the **Holiday Taken** pay code. Use the procedure below to bank the holiday time for the employee.

Save Actions Punch Amount Accruals Comment Approvals Overtime Reports Leave												
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Fri 11/07											
X	Sat 11/08											
X	Sun 11/09											
X	Mon 11/10			7:00AM		11:00AM	11:30AM		5:30PM	10:00	10:00	10:00
	Tue 11/11	Veterans Day	10:00								10:00	20:00
X	Wed 11/12			7:00AM		11:00AM	11:30AM		5:30PM	10:00	10:00	30:00
X	Thu 11/13			7:00AM		11:00AM	11:30AM		5:30PM	10:00	10:00	40:00
X	Fri 11/14			7:00AM		11:00AM	11:30AM		5:30PM	10:00	10:00	50:00
X	Sat 11/15											

Add the **Holiday Bank Taken** pay code to the timecard with a negative amount.

1. On the date of the holiday, select the **Insert Row** button. 
2. Select **Holiday Bank Taken** from the **Pay Code** drop-down list.
3. In the **Amount** column, key the number of hours to be banked as a negative number.

Note: The negative amount will reverse the **Holiday Taken** pay code so that only the Holiday Earned time will be sent to GHRS.

X	Thu 11/27	HOLIDAY BANK TAKEN	-8:00									
	Thu 11/27	Thanksgiving	8:00									
	Fri 11/28	Friday After Thanksgiving	8:00									
X	Sat 11/29											

TOTALS & SCHEDULE		LEAVE REPORTING PERIOD VIEW	
Daily			
	Pay Code	Amount	
	HOLIDAY BANK TAKEN	(-8:00)	
	HOLIDAY TAKEN	8:00	
	HOLIDAY EARNED	8:00	