

Exempt Employee Holiday Process

Full-time exempt employees will automatically receive holiday credit but must be in pay status the work day before and after the holiday. The manager does not have to make any changes to the timecard for the employee to receive holiday credit. However, the holiday credit may need to be replaced with Leave Without Pay, if the employee is not eligible for the holiday, based on the agency's policy for pay status.

For exempt employees, the **Holiday Earned** and **Holiday Taken – Exempt** pay codes display with the number of holiday hours granted to the employee based on their work schedule.

Save Actions Punch Amount Accruals Comment Approvals Reports Leave												
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sat 9/05											
X	Sun 9/06											
X	Mon 9/07	Labor Day	8:00								8:00	8:00
X	Tue 9/08			8:00AM		5:00PM				8:00	8:00	16:00
X	Wed 9/09			8:00AM		5:00PM				8:00	8:00	24:00
X	Thu 9/10			8:00AM		5:00PM				8:00	8:00	32:00
X	Fri 9/11											32:00

TOTALS & SCHEDULE		LEAVE REPORTING PERIOD VIEW		AUDITS		
Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
REGULAR	24:00	Sat 9/05				
HOLIDAY TAKEN - EXEMPT	8:00	Sun 9/06				
HOLIDAY EARNED	8:00	Mon 9/07	8:00AM	5:00PM		
		Tue 9/08	8:00AM	5:00PM		
		Wed 9/09	8:00AM	5:00PM		

If the employee works on the holiday and should bank the holiday hours to be used at a later date, the manager will need to make adjustments to the timecard to reflect the correct hours worked.

Note: The employee also has the option of punching their time when working on a holiday.

1. Using the **Insert Row** icon located to the left of the date of the holiday, insert an additional row to the timecard.
2. In the **In** and **Out** columns, enter the times that the employee worked.
3. Press the **Save** button. Note the **Holiday Earned** pay code below.

Save Actions Punch Amount Accruals Comment Approvals Reports Leave												
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sat 9/05											
X	Sun 9/06											
X	Mon 9/07	Labor Day	0:00									
X	Mon 9/07			8:00AM		5:00PM				8:00	8:00	8:00
X	Tue 9/08			8:00AM		5:00PM				8:00	8:00	16:00
X	Wed 9/09			8:00AM		5:00PM				8:00	8:00	24:00
X	Thu 9/10			8:00AM		5:00PM				8:00	8:00	32:00
X	Fri 9/11											32:00

TOTALS & SCHEDULE		LEAVE REPORTING PERIOD VIEW		AUDITS		
Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
REGULAR	32:00	Sat 9/05				
HOLIDAY EARNED	8:00	Sun 9/06				
		Mon 9/07	8:00AM	5:00PM		
		Tue 9/08	8:00AM	5:00PM		

Notice the holiday credit amount in the timecard is now zero and only eight hours of **Holiday Earned** displays in the lower left portion of the timecard. The **Holiday Taken** pay code no longer displays.