Editing Holiday Premium Pay for an Unscheduled Absence

Viewing Timecards with Holiday Premium Pay & Unscheduled Absences

1. Access the Pay Period Close Genie for the desired pay period.

2. Select the HyperFind "**Unsch Lv with Hol Prem Pay**".

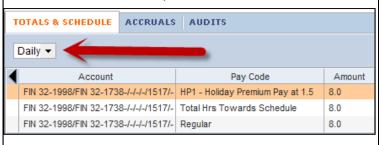   *Employees that meet the following conditions will display –*
   - *Worked on the observed holiday, and*
   - *Reported an unscheduled absence during the pay period.*

PAY PERIOD CLOSE
Last Refreshed: 11:25AM

Show: _Unschd Lv with Hol Prem Pay Edit
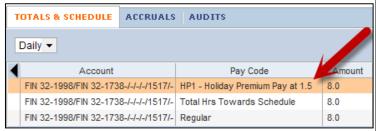Time Period: Current Pay Period Refresh

3. Select all employees that display on the list and click the Timecard Launch button to view each timecard.

4. View each timecard to determine if an unscheduled absence preceded or followed the holiday worked.

5. Perform a Pay Code Move to reduce the holiday premium pay if an unscheduled absence was reported on the day immediately before or after the holiday.
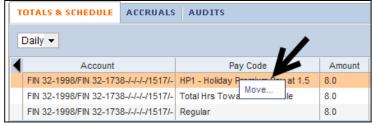
Performing the Pay Code Move

1. From the timecard, click on the hours worked that display on the holiday.

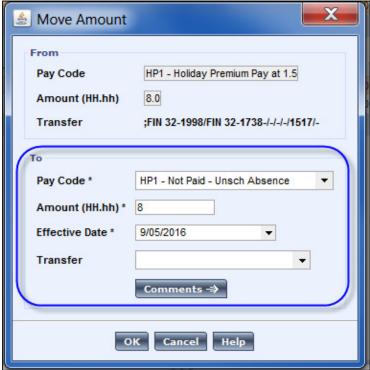2. In the Totals & Schedule tab, change the view from "All" to "Daily".

Account	Pay Code	Amount
FIN 32-1998/FIN 32-1738-/-/-/-/1517/-	HP1 - Holiday Premium Pay at 1.5	8.0
FIN 32-1998/FIN 32-1738-/-/-/-/1517/-	Total Hrs Towards Schedule	8.0
FIN 32-1998/FIN 32-1738-/-/-/-/1517/-	Regular	8.0

3. In the Totals and Schedule tab, click on the holiday premium pay – *HP1 – Holiday Premium Pay at 1.5*.

TOTALS & SCHEDULE | ACCRUALS | AUDITS

Daily ▾

Account	Pay Code	Amount
FIN 32-1998/FIN 32-1738-/-/-/-/1517/-	HP1 - Holiday Premium Pay at 1.5	8.0
FIN 32-1998/FIN 32-1738-/-/-/-/1517/-	Total Hrs Towards Schedule	8.0
FIN 32-1998/FIN 32-1738-/-/-/-/1517/-	Regular	8.0

4. Right click on the holiday premium pay. A Move box will display. Click on Move.

TOTALS & SCHEDULE | ACCRUALS | AUDITS

Daily ▾

Account	Pay Code	Amount
FIN 32-1998/FIN 32-1738-/-/-/-/1517/-	HP1 - Holiday Premium Pay at 1.5 Move...	8.0
FIN 32-1998/FIN 32-1738-/-/-/-/1517/-	Total Hrs Towa...le	8.0
FIN 32-1998/FIN 32-1738-/-/-/-/1517/-	Regular	8.0

5. The Move Amount dialog box will display.

Move Amount

From
Pay Code: HP1 - Holiday Premium Pay at 1.5
Amount (HH.hh): 8.0
Transfer: ;FIN 32-1998/FIN 32-1738-/-/-/-/1517/-

To
Pay Code *: HP1 - Not Paid - Unsch Absence
Amount (HH.hh) *: 8
Effective Date *: 9/05/2016
Transfer:

Comments ⇒

OK   Cancel   Help

Performing the Pay Code Move (continued from Page 1)

6. The **From: Pay Code** box should display *HP1 – Holiday Premium Pay at 1.5*.

7. In the **To: Pay Code** box, select *HP1 – Not Paid – Unsch Absence* from the pay code drop down box.

8. Enter the hours (HH.hh) to move in the **Amount** field. The amount should be equal to the number of hours of the unscheduled absence, but should not exceed the amount of holiday premium pay.

9. Enter the date of the holiday in the *Effective Date* field.

10. If the body of the timecard contains a transfer, then it is important to maintain the same transfer code for the "To" portion of the unpaid Holiday Premium. If there is no transfer in the body of the timecard, then it is not necessary to complete the transfer portion of the Move, as the default transfer remains the employee's "home labor account".

11. You may add a comment to the move or follow instructions to the right to add it after the move is completed.

12. Click *OK*.

13. Click *Save*.

14. Verify the change in the *Totals* tab. Change to the Totals and Schedule view from "Daily" to the "All".

TOTALS & SCHEDULE	ACCRUALS	AUDITS	MOVED AMOUNTS

All ▾

Account	Pay Code ▽	Amount
FIN 32-1998/FIN 32-1738-/-/-/1517/-	Total Hrs Towards Schedule	80.0
FIN 32-1998/FIN 32-1738-/-/-/1517/-	Sick Leave - Unscheduled	8.0
FIN 32-1998/FIN 32-1738-/-/-/1517/-	Regular	72.0
FIN 32-1998/FIN 32-1738-/-/-/1517/-	HP1 - Not Paid - Unsch Absence	8.0
FIN 32-1998/FIN 32-1738-/-/-/1517/-	HP1 - Holiday Premium Pay at 1.5	0.0

15. Verify the Move Pay Codes, Amount, Date, and Comment in the *Move Amounts* Tab.

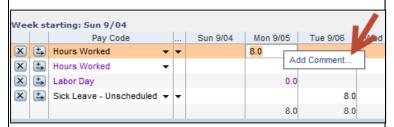| TOTALS & SCHEDULE	ACCRUALS	AUDITS	MOVED AMOUNTS			
Effective Date	From Account	From Pay Code	To Pay Code	Amount	Comments	
9/05/2016	FIN 32-1998/FIN 32-1738-/-/-/1517/-	HP1 - Holiday Premium Pay at 1.5	HP1 - Not Paid - Unsch Absence	8.0	Unsched Lv Used - Not Eligible for Hol Prem Pay	

Adding a Comment

A comment should be added to the employee's time-card by the manager when holiday premium pay hours are reduced by an unscheduled absence.

Comment added during the Pay Code Move are not visible in the body of the timecard. Therefore, highlighting the action in the timecard body, by adding the comment, may clarify.

1. In the body of the timecard, click on the "Hours Worked" on the holiday.

2. Right click on the hours. An **Add Comment** box will display.

Week starting: Sun 9/04

		Pay Code		...	Sun 9/04	Mon 9/05	Tue 9/06	
X	⇄	Hours Worked	▾ ▾			8.0	Add Comment...	
X	⇄	Hours Worked	▾					
X	⇄	Labor Day				0.0		
X	⇄	Sick Leave - Unscheduled	▾ ▾				8.0	
						8.0	8.0	

3. Click on the **Add Comment** box. A list of available comments will display.

4. Select the comment "**Unsched Lv Used – Not Eligible for Hol Prem Pay**".

5. Click **OK**.

6. Click **Save**.

7. Review the comment that displays in the Comments tab below the timecard.

Save	Actions ▾	Punch ▾	Amount ▾	Accruals ▾	Comment ▾	Reports ▾

Week starting: Sun 9/04

		Pay Code		...	Sun 9/04	Mon 9/05	Tue 9/06	
X	⇄	Hours Worked	▾ ▾			8.0		
X	⇄	Hours Worked	▾					
X	⇄	Labor Day				0.0		
X	⇄	Sick Leave - Unscheduled	▾ ▾				8.0	
						8.0	8.0	

TOTALS & SCHEDULE	ACCRUALS	AUDITS	MOVED AMOUNTS	COMMENTS

Date	Comment
Mon 9/05	Unsched Lv Used - Not Eligible for Hol Prem Pay