



OREGON
STATE
UNIVERSITY

HOLIDAYS IN EMPCENTER

Oregon State
UNIVERSITY

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Holidays in EmpCenter

Holidays observed by OSU are programmed into EmpCenter. If you are eligible for holiday pay, the holiday will display on your timesheet; the hours displayed are based on your FTE (i.e., 1.0 FTE will display 8 hours, .5 FTE will display 4 hours).

Date		Pay Code	Hours
Thu 11/24		Holiday	8.00
Fri 11/25		Holiday	8.00

Holidays are already programmed into EmpCenter.

Note: for Classified employees, the holiday will not appear until you enter work or leave time before the holiday. If you have an assigned schedule, the hours entered must match your scheduled hours for the holiday to display.

If the observed holiday is a normal work day and you do not work, you do not need to do anything.

If you work on the holiday, the holiday falls on your normal day off, or you work on an actual instead of an observed holiday you will need to make adjustments to your timesheet in EmpCenter.

Work on Holiday

If you work on an observed holiday, how you record your hours and are paid is determined by your policy profile.

Classified Salaried Non-exempt and Classified Hourly

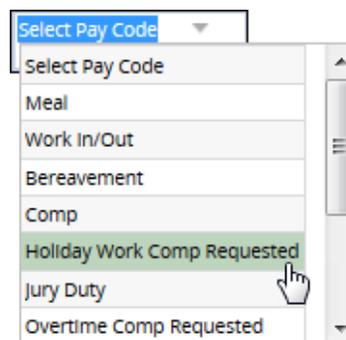
Enter hours worked on a holiday as normal (Clock In/Out or Work In/Out).

Date		Pay Code	Hours	Leave Case	Clock Location	Comments	Total
Fri 11/25		Clock	08:00 am		128.193.8.56		8.00
			04:35 pm		128.193.8.56		
		Meal	0.50				0.00
		Holiday	8.00				8.00

If you do nothing, you will be paid the hours worked at 1.5 your hourly rate. The time will be listed on the Results tab as Holiday Work Pay.

If you want to convert the hours worked to Comp Time, you must use the Holiday Work Comp Requested pay code on the holiday to bank the additional hours.

1. Add a row to the day by clicking on the green plus ().
2. Select Holiday Work Comp Requested from the Pay Code drop down list:



3. Enter the number of hours you would like to convert to Comp Time in the Hours column:

Date	Pay Code	Hours	Leave Case	Clock Location	Comments	Total
Fri 11/25	Clock	08:00 am	[Hatched]	128.193.8.56		8.00
		04:35 pm		128.193.8.56		
	Meal	0.50		[Hatched]		0.00
	Holiday	8.00				8.00
Holiday Work Comp Requested	8.00	0.00				

4. Save your changes.

Classified Salaried Exempt

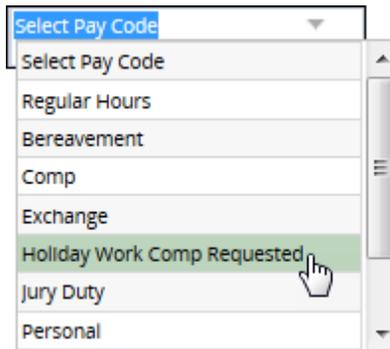
Enter hours worked on a holiday as normal (Regular Hours).

Date	Pay Code	Hours	L	Cloc...	Comments	Total
Fri 11/25	Holiday	8.00		[Hatched]		8.00
	Regular Hours	8.00		[Hatched]		8.00

If you do nothing, you will be paid the hours worked at 1.5 your hourly rate. The time will be listed on the Results tab as Holiday Work Pay.

If you would like to convert the hours worked to Comp Time, you must use the Holiday Work Comp Requested pay code on the holiday to bank the additional hours.

1. Add a row to the day by clicking on the green plus (+) button.
2. Select Holiday Work Comp Requested from the Pay Code drop down list:



3. Enter the number of hours you would like to convert to Comp Time in the Hours column:

Date	Pay Code	Hours	L	Cloc...	Comments	Total
Fri 11/25	Holiday	8.00		[Hatched]		8.00
	Regular Hours	8.00		[Hatched]		8.00
	Holiday Work Comp Requested	8.00		[Hatched]		0.00

4. Save your changes.

Unclassified Exempt and Non-Exempt Policy Profiles

To be **paid** the additional hours worked on a holiday, enter the hours worked on your timesheet using the Holiday Work Pay pay code.

Date		Pay Code	Hours	Leave Ca...	Comments
Thu 11/24		Holiday	8.00		
Fri 11/25		Holiday	8.00		
		Holiday Work Pay	8.00		

To **bank the hours** as additional time off (Comp Time), enter the hours worked on your timesheet using the Holiday Work Comp Time Earned pay code.

Date		Pay Code	Hours	Leave Ca...	Comments
Thu 11/24		Holiday	8.00		
Fri 11/25		Holiday	8.00		
		Holiday Work Comp Time Earned	8.00		

Note: Unclassified exempt employees are eligible for Holiday Work Pay and Holiday Work Comp Time **only** if required to work on the holiday (e.g., supervising staff, attending a conference). You are not eligible if you choose to work on the holiday (e.g., reading emails, updating documents).

Unclassified Hourly

Most Unclassified hourly employees are **not** eligible for holiday pay. If you are eligible, the business center will add the holiday time to your timesheet before payroll processing. If you are not sure, please work with your business center HR to determine your eligibility.

If you are eligible for the holiday and are **required** to work, you can choose to be paid the hours worked or bank the time as additional time off (Comp Time):

To be **paid** the additional hours worked on a holiday, enter the hours worked on your timesheet using the Holiday Work Pay pay code.

Date		Pay Code	Hours	Leave Ca...	Comments
Thu 11/24		Holiday	8.00		
Fri 11/25		Holiday	8.00		
		Holiday Work Pay	8.00		

To **bank the hours** as additional time off (Comp Time), enter the hours worked on your timesheet using the Holiday Work Comp Time Earned pay code.

Date		Pay Code	Hours	Leave Ca...	Comments
Thu 11/24		Holiday	8.00		
Fri 11/25		Holiday	8.00		
		Holiday Work Comp Time Earned	8.00		

Holiday Day Off

If the holiday falls on your normal day off, you must remove the holiday and request Comp Time. The process is the same for all policy profiles in EmpCenter.

1. On your timesheet, change the Holiday pay code to Holiday Override from the Pay Code drop down list:

Date		Pay Code	Hours	Leave Ca...	Comments
Thu 11/24		Holiday	8.00		
Fri 11/25		Holiday	8.00		

Comp
Holiday Work Pay
Jury Duty
Sick
Holiday
Holiday Normal Day Off
Holiday Override
LWOP
Vacation

Change the Holiday pay code to Holiday Override.

Note: do not change the hours listed, just change the pay code from Holiday to Holiday Override.

2. Add a row (use the green plus sign) then select Holiday Normal Day Off from the Pay Code drop down list:

Date		Pay Code	Hours	Leave Ca...	Comments
Thu 11/24		Holiday	8.00		
		Holiday Override	8.00		
Fri 11/25		Select Pay Code			

Comp
Holiday Work Pay
Jury Duty
Sick
Holiday
Holiday Normal Day Off
Holiday Override
LWOP
Vacation

Add a row then select Holiday Normal Day Off from the pay code list.

3. Enter the same number of hours from the Holiday Override row into hours column for the Holiday Normal Day Off row and save your changes:

Date		Pay Code	Hours	Leave Ca...	Comments
Thu 11/24		Holiday	8.00		
		Holiday Override	8.00		
Fri 11/25		Holiday Normal Day Off	8.00		

EmpCenter will convert the hours to Comp Time.

Note: If you are unsure how many hours to enter, use 8 X FTE (i.e., full time employee is 1.0 FTE, 1 X 8 = 8 hours, half time employee is .5 FTE, .5 X 8 = 4 hours) to calculate the correct amount.

Actual vs. Observed Holidays

Holidays that fall on a Saturday or Sunday are observed by the university on the preceding Friday or following Monday. For example, December 25, 2016 is a Sunday; the university will be closed to observe the holiday on Monday, December 26th.

For more details on observed holidays at the university, see the Holiday Schedule posted by the Office of Human Resources: <http://hr.oregonstate.edu/benefits/leaves/holiday-schedule>.

For most employees, actual/observed holidays do not impact their timesheets. However, if your regular work schedule falls on the actual holiday instead of or in addition to the observed, you may need to make changes in EmpCenter to ensure you are paid correctly.

When do I need to change the Holiday?

You will need to change the holiday from the observed day (the default day the holiday will display in EmpCenter) to the actual day in the following situations:

- You are **not scheduled** to work on the **observed** holiday but you are **scheduled** to work on the **actual** holiday. You will move the holiday whether or not you work the actual day.
- You are **not scheduled** to work on the **observed or actual** holiday, but you **work on the actual** holiday. You will move the holiday to the actual day to ensure you are paid correctly.
- You are **scheduled** to work on the **observed and actual**, work both days, but **work more hours on the actual** holiday than the observed. You will move the holiday to ensure you are paid holiday time for the day you work more hours.

Changing Holiday from Observed to Actual

If you meet one of the above criteria, you will need to move the holiday on your timesheet from the observed day to the actual day.

Remember, for Classified employees, the holiday will not appear until you enter work or leave time before the holiday. If you are on a schedule, the hours entered must match your scheduled hours for the holiday to display. You will not be able to complete the steps below until the holiday is listed on the timesheet.

1. On your timesheet, change the Holiday pay code to Holiday Override from the Pay Code drop down list:

Date		Pay Code	Hours	L	C	Comm...	Total
Sun 12/25		Select Pay Code					
Mon 12/26		Holiday	8.00				8.00

Note: do not change the hours listed, just the pay code.

2. On the actual holiday, select the Holiday pay code from the drop down list and enter the same number of hours listed on the observed holiday:

Date		Pay Code	Hours	L	C	Comm...	Total
Sun 12/25		Select Pay Code jury duty					
Mon 12/26		Overtime Comp Requested					8.00
		Personal					
		Sick					
		Holiday					
		Holiday Normal Day Off					
		Holiday Override					
		LWOP					
		Military					

Select Holiday from the pay code list and enter hours.

Note: If you are unsure how many hours to enter, use 8 X FTE (i.e., full time employee is 1.0 FTE, 1 X 8 = 8 hours, half time employee is .5 FTE, .5 X 8 = 4 hours) to calculate the correct amount.

3. Save your changes:

Date		Pay Code	Hours	L	C	Comm...	Total
Sun 12/25		Holiday	8.00				8.00
Mon 12/26		Holiday Override	8.00				0.00

If you:

- a. Do not work: you do not need to do anything else.
- b. Work: enter your work time as normal. EmpCenter will automatically convert the hours to holiday pay. If you want to convert the hours to comp time, follow the instructions in the appropriate section above.