

Temp (C47XXX) Holiday Pay – Business Center Process

If a C47XXX temp employee works on an actual holiday (not the observed holiday), they are eligible for time and half. EmpCenter does not calculate holiday pay for temps, so business centers need to identify employees that work on the actual holiday then add OTS to PYAHOUR in Banner to ensure they are paid correctly.

EmpCenter – Find Employees

In EmpCenter, run the Time Sheet Output Query report (found under Manager Reports>Financial Reports) for the actual holiday:

Report: Time Sheet Output Query Run Now Schedule

Report Parameters

Start Date: 05/29/2017 0 day(s) before run date

End Date: 05/29/2017 0 day(s) before run date

Assignment Group List: Filter Values Select All | Deselect All

- .AABC - Classified Exempt
- .AABC - Classified Hourly
- .AABC - Classified Nonexempt
- .AABC - Students/Temps Hourly
- .AABC - Unclassified Exempt
- Timesheet Org 160050 Employees

1 selected: .AABC - Students/Temps Hourly

LD1: Filter Values Select All | Deselect All

- All

1 selected: All

LD2: Filter Values Select All | Deselect All

- All

1 selected: All

Pay Code: Filter Values Select All | Deselect All

- Clock
- Work In/Out
- Work Out of Class
- Worked Hours
- clearing pay code

2 selected: Clock, Work In/Out


Employee ID:

Employee Last Name:

Report Options:

- **Start Date:** Actual Holiday date
- **End Date:** Actual Holiday date
- **Assignment Group List:** Students/Temps Hourly
- **LD1:** All
- **LD2:** All
- **Pay Code:** Clock and Work In/Out (check the box next to both pay codes to select)

The report will list any employee in the assignment group selected with Clock or Work In/Out on their timesheet for the date selected. It will also list the assignment name which includes the position number so you can verify if the employee is a C47XXX temp:



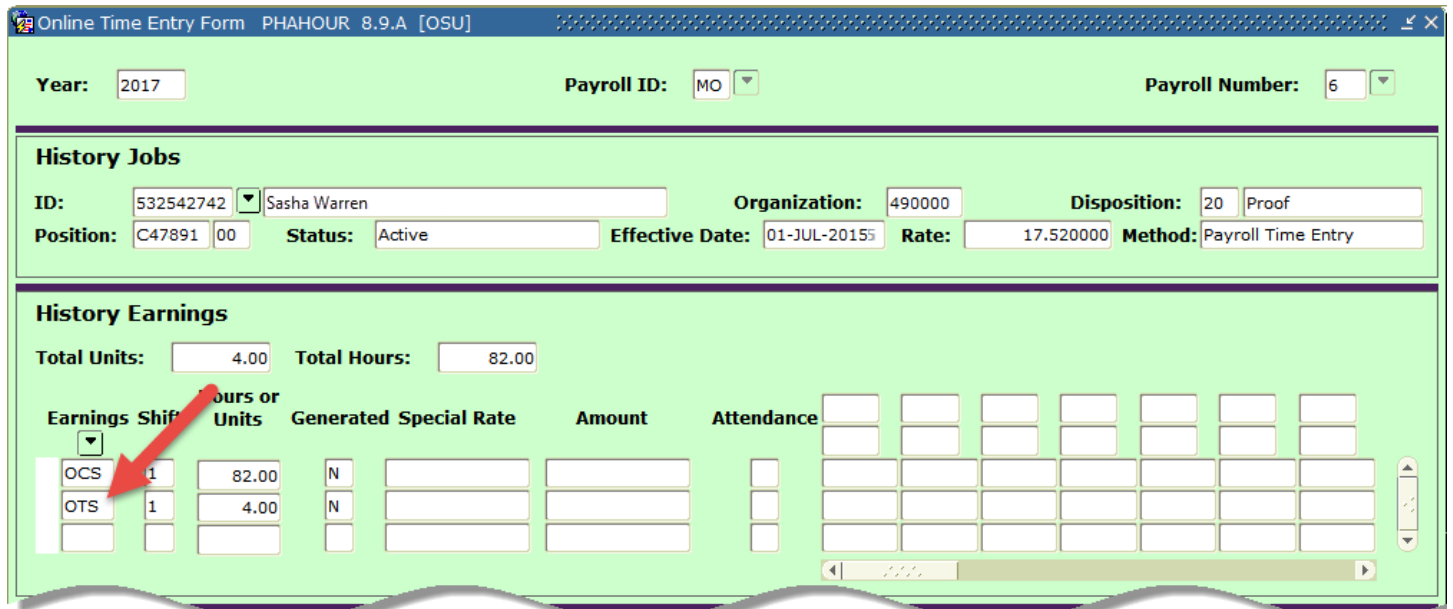
Time Sheet Output Query from 05/29/2017 to 05/29/2017 Oregon State University

Pay Code	Index	Activity Code	Date	Hours	Pay	Transaction Type
Employee: Warren, Sasha (532542742) Assignment: Temp Videographer 1.490000-C47891-00						
Work In/Out			05/29/2017	4.00	0.00	Normal
Assignment Total				4.00	0.00	
Employee Total				4.00	0.00	

Banner – PYAHOUR

EmpCenter will send hours worked on the actual Holiday to Banner as straight time. You will need to add OTS to their time in PYAHOUR.

From the example above, EmpCenter will load the 4 hours worked on 5/29 as OCS which will pay the straight time. Entering 4 hours of OTS will then pay them the ½ portion of time and half.



Online Time Entry Form PHAHOUR 8.9.A [OSU]

Year: 2017 Payroll ID: MO Payroll Number: 6

History Jobs

ID: 532542742 Sasha Warren Organization: 490000 Disposition: 20 Proof
 Position: C47891 00 Status: Active Effective Date: 01-JUL-2015 Rate: 17.520000 Method: Payroll Time Entry

History Earnings

Total Units: 4.00 Total Hours: 82.00

Earnings Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
OCS	1	82.00	N		
OTS	1	4.00	N		