Temp Holiday Pay – Business Center Process

If an SEIU represented temp employee (positions that start with C4, excluding C49XXX) works on an OSU recognized holiday* (not the actual 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 holiday then add OTS to PHAHOUR 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 holiday:

Report Options:
- **Start Date**: Recognized Holiday date
- **End Date**: Recognized 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)

Select both Clock and Work In/Out from the Pay Code options.
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 SEIU represented temp:

![EmpCenter Timesheet Output Query]

**Banner – PHAHOUR**

EmpCenter will send hours worked on the recognized Holiday to Banner as straight time. You will need to add OTS to the employee’s time in PHAHOUR.

From the example above, EmpCenter will load the 3 hours worked on 11/12 as OCS which will pay the straight time. Entering 3 hours of OTS will then pay them the ½ portion of time and half.

![EmpCenter On-line Time Entry]

*OSU recognized holidays are published on the HR Holiday Schedule page: [https://hr.oregonstate.edu/benefits/current-employees/time-holidays-protected-leaves/holiday-schedule](https://hr.oregonstate.edu/benefits/current-employees/time-holidays-protected-leaves/holiday-schedule)*