

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 PHAHOURLY 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: Time Sheet Output Query Run Now Schedule

Report Parameters

Start Date: 11/12/2018 0 day(s) before run date

End Date: 11/12/2018 0 day(s) before run date

Assignment Group List: Select All | Deselect All

- UABC - Classified Hourly
- UABC - Classified Nonexempt
- UABC - Grad Students
- UABC - Students/Temps Hourly
- UABC - Unclassified Exempt
- UABC - Unclassified Hourly

1 selected: .BEBC - Students/Temps Hourly

LD1: Select All | Deselect All

- All

1 selected: All

LD2: Select All | Deselect All

- All

1 selected: All

Pay Code: Select All | Deselect All

- Clock
- Comp
- Adj D
- Vacation Adj Increase
- 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:** 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)

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:



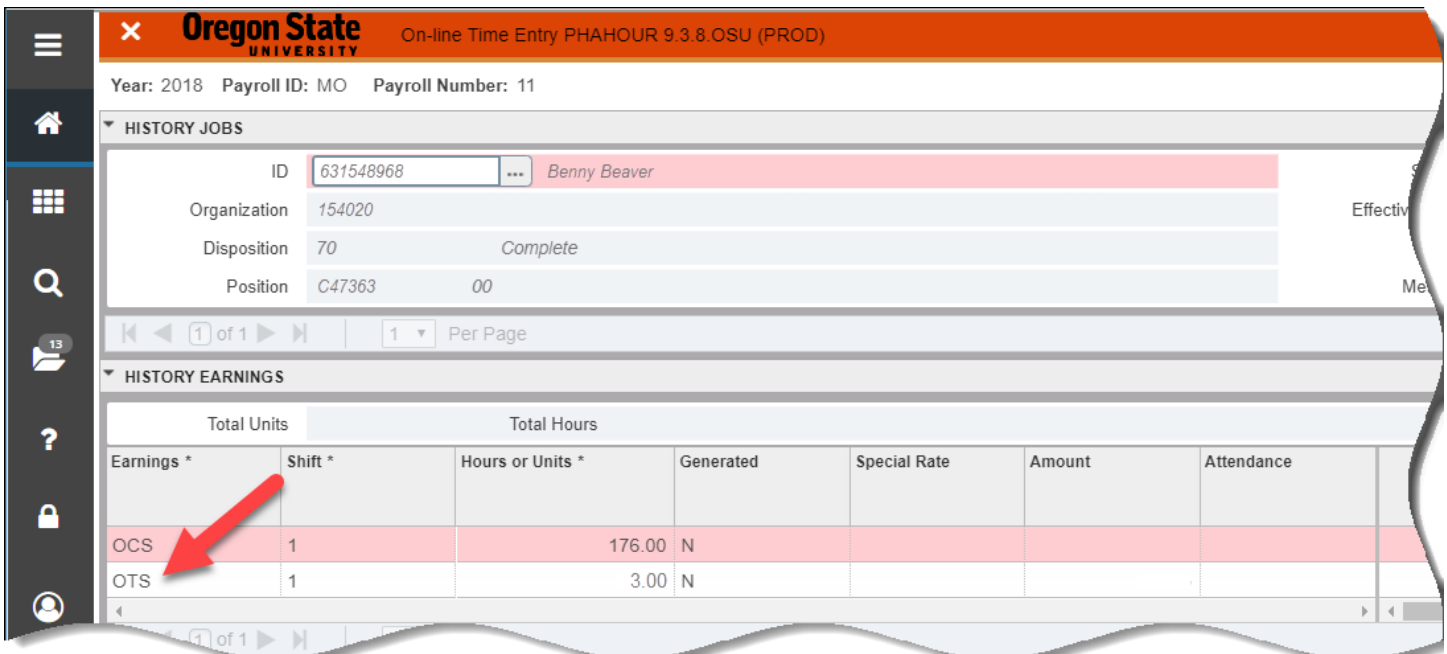
Time Sheet Output Query from 11/12/2018 to 11/12/2018 Oregon State University

Pay Code	Index	Activity Code	Date	Hours	Pay	Transaction Type
Employee: Beaver, Benny (631548968)						
Assignment: Temp Lab Animal Tech 1-154020-C47363-00						
Work In/Out	RDR056		11/12/2018	1.50	18.36	Normal
Work In/Out	RDR056		11/12/2018	1.50	18.36	Normal
Assignment Total				3.00	36.72	
Employee Total				3.00		

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.



Oregon State UNIVERSITY On-line Time Entry PHAHOUR 9.3.8.OSU (PROD)

Year: 2018 Payroll ID: MO Payroll Number: 11

HISTORY JOBS

ID	631548968	Benny Beaver
Organization	154020	Effective
Disposition	70 Complete	
Position	C47363 00	Me

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HISTORY EARNINGS

Earnings *	Shift *	Hours or Units *	Generated	Special Rate	Amount	Attendance
OCS	1	176.00	N			
OTS	1	3.00	N			

*OSU recognized holidays are published on the HR Holiday Schedule page:

<https://hr.oregonstate.edu/benefits/current-employees/time-holidays-protected-leaves/holiday-schedule>