

## Timestamp/Punch Employee Holiday Process

Timestamp/Punch full-time employees automatically receive holiday credit if the employee is in pay status the scheduled day before and scheduled day after a holiday.

The timecard below is an example that reflects eight hours of holiday credit. The **Holiday Taken** and **Holiday Earned** pay codes display on the **Totals** tab at the bottom left-hand portion of the timecard.

	Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily	Period	Schedule
+ x	Mon 10/09	Columbus Day	8:00								8:00	8:00	
+ x													8:00AM-5:00PM
+ x	Tue 10/10			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	16:00	8:00AM-5:00PM
+ x	Wed 10/11			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	24:00	8:00AM-5:00PM
+ x	Thu 10/12			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	32:00	8:00AM-5:00PM
+ x	Fri 10/13			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	40:00	8:00AM-5:00PM

  

Totals				Accruals	Historical Corrections	Audits
Account		Pay Code	Amount			
001/0000/100010/10301/10198/-/-		HOLIDAY EARNED	8:00			
001/0000/100010/10301/10198/-/-		HOLIDAY TAKEN	8:00			
001/0000/100010/10301/10198/-/-		REGULAR	32:00			

If the employee works on the holiday, the hours worked display on the timecard. The holiday credit hours are reflected by the **Holiday Earned** pay code, and the unworked hours automatically go to the **Holiday Taken** pay code. Any **Holiday Earned** hours that are not utilized on the holiday will be banked for use at a later time.

	Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily	Period	Schedule
+ x	Mon 10/09	Columbus Day	4:00										
+ x				8:00AM	12:00PM					4:00	8:00	8:00	8:00AM-5:00PM
+ x	Tue 10/10			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	16:00	8:00AM-5:00PM
+ x	Wed 10/11			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	24:00	8:00AM-5:00PM
+ x	Thu 10/12			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	32:00	8:00AM-5:00PM
+ x	Fri 10/13			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	40:00	8:00AM-5:00PM

  

Totals				Accruals	Historical Corrections	Audits
Account		Pay Code	Amount			
001/0000/100010/10301/10198/-/-		HOLIDAY EARNED	8:00			
001/0000/100010/10301/10198/-/-		HOLIDAY TAKEN	4:00			
001/0000/100010/10301/10198/-/-		REGULAR	36:00			

**Note:** If the employee is not in pay status the day before or after the holiday, the holiday will not be earned. In this case, the manager or Agency Admin must add the Leave Without Pay pay code to the timecard on the date of the holiday to prevent employee holiday pay.