

Staff Holiday Core CT Entry (revised 10/5/17)

This applies only to individuals who work 20 hours or more per week in the following Bargaining Units: Congress CCPs, AFSCME Administrators, AFT Counselors and Librarians, Management/Confidential

Each year, all professional staff members shall be granted time off with pay for the following 12 holidays:

New Year's Day, Independence Day, Martin Luther King Day, Labor Day, Lincoln's Birthday, Columbus Day, Washington's Birthday, Veteran's Day, Good Friday, Thanksgiving Day, Memorial Day, Christmas Day

Holidays can be coded in one of two ways, depending upon if the employee works or not:

- 1.) **Holiday-** Indicates that a regularly scheduled workday is a designated holiday
 Time Reporter Code (TRC): HOL
 Usage: Use when the College is closed for a holiday or when the employees does not report to work on a holiday that the College is open

- 2.) **Holiday Compensation Time-** Use when a non-premium holiday is worked and Holiday Comp Time is earned.
 Time Reporter Code (TRC): REGH and HWCE (Holiday Worked Comp Earned)
 Usage: Use when an employee reports to work on a day that the College is open

The usage of holiday compensation time is coded in one way:

- 1.) **Holiday Compensation Used-** Use whenever an employee charges leave to Holiday Comp Time.
 Time Reporter Code (TRC): HCU

HOL Entry Instructions:

- 1.) The day will be highlighted in yellow
- 2.) Add a row
- 3.) Enter in your daily scheduled hours ("7" or "8" in most cases) in the highlighted area
- 4.) Enter in HOL in the TRC (time Reporter Code) field
- 5.) Zero out the hours in the highlighted field in the row with the TRC coded to REG
- 6.) Submit

HWCE Entry Instructions:

- 1.) The day will be highlighted in yellow
- 2.) Add a row
- 3.) Enter in your daily scheduled hours ("7" or "8" in most cases) in the highlighted area, and enter in HWCE in the TRC (time Reporter Code) field
- 4.) Add another row
- 5.) Enter in your daily scheduled hours ("7" or "8" in most cases) in the highlighted area, and enter in the REGH in the TRC (Time Reporter Code) field. This will cause "reported hours" to be over by one day
- 6.) Submit

Time Period		View By Week														Previous Period	Next Period	
		*Date 09/29/2017																
		Scheduled Hours 80.00														Reported Hours 88.00		
From Friday 09/29/2017 to Thursday 10/12/2017																		
		Fri 9/29	Sat 9/30	Sun 10/1	Mon 10/2	Tue 10/3	Wed 10/4	Thu 10/5	Fri 10/6	Sat 10/7	Sun 10/8	Mon 10/9	Tue 10/10	Wed 10/11	Thu 10/12	Total	Time Reporting Code	Descript
+	-											8.00				8.00	HWCE	H Wkd CTE
+	-	8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG	Regular
+	-											8.00				8.00	REGH	Reg on Hol

HOL	Holiday	Indicates that a regularly scheduled workday is a designated holiday.
HWCE & REGH	Holiday Worked - Comp. Earned & Regular Hours-Holiday	Use when a holiday is worked and Holiday Comp Time is earned. This must be used in conjunction with Regular Hours-Holiday.
HCU	Holiday Comp. Used	Use whenever an employee charges leave to Holiday Comp Time.