

## Holiday Pay Credit

**Purpose:** Explain how the Holiday pay credit will be issued and what it will look like in Kronos.  
**Audience:** Leadership, Timekeepers & Schedulers

### Holiday Credit Examples

Shown below are examples for benefit eligible employees; refer to policy 'Employment Status' (4.02) for any questions.

#### 1. Non-Exempt Full Time, did not work on the holiday

- Holiday pay credit of 8 hours will be loaded to Timecard automatically
- Holiday credit Hours will reflect on Timecard only, credit will not be visible on their Schedule

Date	Schedule	In	Out	Tr...	Pay Code	Amount	S...	Daily	Period
Sat 12/24									
Sun 12/25					Christmas Day	8.0		8.0	8.0
Mon 12/26									8.0
Tue 12/27									8.0

  

Location	Job	Account	Pay Code	Amount
		.../131109/7A4110/-/AH1019/0	Holiday Pay	8.0

#### 2. Exempt Full Time, did not work on the holiday

- Holiday pay credit of 8 hours will be loaded to Timecard automatically
- Holiday credit Hours will reflect on Timecard only, credit will not be visible on their Schedule

Pay Code	Transfer	Sun 12/25	Mon 12/26
Hours Worked			8.5
Christmas Day		8.0	
<Enter Pay Code>			

  

Location	Job	Account	Pay Code	Amount
		...N/066223/101694/-/F05817/1	Holiday - Exempt	8.0
		...N/066223/101694/-/F05817/1	Regular	48.0

#### 3. Non-Exempt Full Time, worked on the observed holiday

- Holiday pay credit of 8 hours will be loaded to Timecard automatically on the actual holiday
- Regular (1.0 rate) will be paid based on hours worked on the observed holiday
- Scheduled time will appear on their schedule as you have previously scheduled

Date	Schedule	In	Out	Tr...	Pay Code	Amount	Shift	Daily	Period
Sun 12/25					Christmas Day	8.0		8.0	8.0
Mon 12/26	8:00AM-4:30...	8:00...	4:30...					8.0	16.0
Tue 12/27									16.0

  

Location	Job	Account	Pay Code	Amount
		.../131109/7A4110/-/AH1019/0	HFA-REG	8.0
		.../131109/7A4110/-/AH1019/0	Holiday Pay	8.0

#### 4. Non-Exempt Full/Part Time, worked on the actual holiday

- Holiday pay credit will be paid to match "Regular" worked hours on the actual holiday, not to exceed 8 hours for Part Time; Full Time will be paid 8 hours holiday pay credit
- Holiday credit will appear with "0" value hours on the timecard but will be reflect as Holiday credit under Timecard summary for part time, however, will be visible on timecard as 8 hours holiday for full time
- Scheduled time will appear on their Schedule as you have previously scheduled, holiday pay (if applicable) will not be visible on the schedule
- If the Part time employee is on any alternate work rule outside of Regular, the Holiday credit will not auto populate under totals. The system will pay the Holiday credit when it passes to Payroll.

5. **Exempt Part Time**, Exempt Part Timers are not eligible for the holiday credit, no hours will be automatically loaded to their Schedule and/or Timecard.

### How to Remove Holiday Credit

If an employee does not qualify for the Holiday pay that was automatically credited, you will need to remove the credit.

- Add a row on the date of the holiday (the credit will already exist)
- Select Holiday Pay from the Pay Code Drop down
- Non-Exempt use 'Holiday'
- Exempt use 'Holiday Exempt'
- Enter a negative -8 hours
- Enter in Unscheduled/ Unscheduled Exempt CTO hours (If available) or Unpaid time off/Unpaid Salary
- Save

Date	Schedule	In	Out	Tr...	Pay Code	Amount	Shift	Daily	Period
Sun 12/25					Christmas Day	8.0			
Mon 12/26	8:00AM-4:30...	8:00...	4:30...		Holiday Pay	-8.0		8.0	8.0

  

Location	Job	Account	Pay Code	Amount	Wages
		.../131109/7A4110/-/AH1019/0	HFA-REG	8.0	\$0.00

### Holiday Day of Observance

With the purpose of smooth efficient business operations, holidays are credited on the day they occur, except as noted otherwise. Holidays which occur on a Saturday will be observed on the Friday prior to the holiday. Holidays which occur on a Sunday will be observed on the Monday following the holiday.

For purposes of payroll administration, holiday pay and holiday overtime pay will be coded according to the particular business unit's payroll department guidelines. Employees are considered to have worked on an HFHS recognized holiday if the employees regularly scheduled shift begins on the legal holiday.

### How To Remove Hours From The Observed Holiday

If your business unit is closed on Monday, please remove the schedule from observed holiday, as shown in this example on December 26th.

By Employee		12/18 - 12/24					12/25	12/26	12/27	12/28	12/29
Employee	Job	4	Sun 12/25	Mon 12/26	Tue 12/27	Wed 12/28	Thu 12/29				
				8:00AM - 4:30P							

  

8:00AM - 4:30P	Edit
	Add Pay Code
	Enter Time Off
	Delete
	Lock

Timecard will resemble this:

Pay Code	Transfer	Sun 12/25	Mon 12/26
Hours Worked			
Christmas Day		8.0	
<Enter Pay Code>			

  

Location	Job	Account	Pay Code	Amount
		.../066223/101694/-/F05817/1	Holiday - Exem...	8.0