University of Connecticut

Holiday Time Entry: UCPEA, Management and Confidential Employees

Overview   UCPEA, Management and Confidential employees have different holiday time reporting rules per their contracts. They are also eligible to earn holiday time if they work on a holiday, or if a holiday falls on a day they are scheduled off work. UCPEA, Management and Confidential employees will use this job aid to report time on a holiday.

Note: Part time employees are entitled to a prorated amount of holiday time per their contracts.
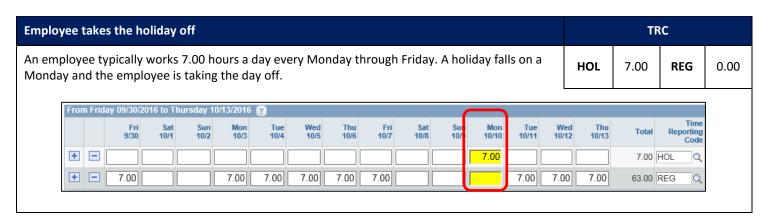
The following time reporting codes (TRC) will be used when reporting time on a holiday for UCPEA, Management and Confidential employees:
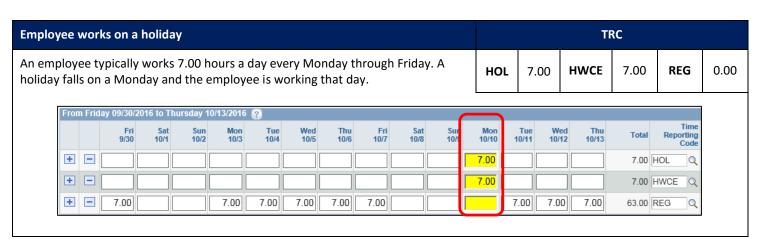
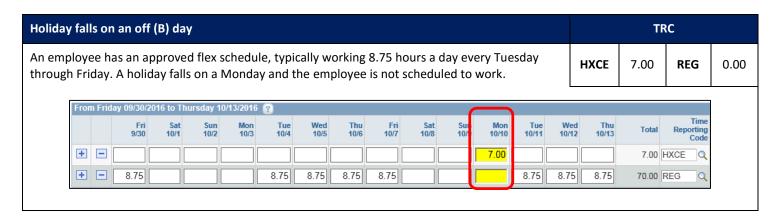| TRC	Description
REG	All UCPEA, Management and Confidential employees are eligible for holiday time. Employees will not report REG time on a holiday <u>unless they work more than their scheduled hours on a holiday.</u>
HOL	This is the regular holiday time reporting code. Employees will enter their scheduled hours on a holiday using the HOL time reporting code. **Note:** Holiday time for part time employees is pro-rated based on their percentage of employment.
HWCE	Holiday comp time earned for working on a holiday. If an employee works on a holiday, they will use this time reporting code (in conjunction with HOL) to earn comp time for time worked <u>up to their scheduled hours.</u> The employee will report HOL hours and HWCE time to get paid for and earn hours on the holiday.
HXCE	If a holiday falls on a day the employee is not scheduled to work (B day), they will use the holiday paid on off day time reporting code.

The following scenarios are outlined in this job aid:
- Employee takes holiday off
- Employee works on holiday
- Holiday falls on off (B) day
- Employee work a half day on holiday
- Employee works over scheduled hours on holiday

Employee takes the holiday off			TRC			
An employee typically works 7.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee is taking the day off.			HOL	7.00	REG	0.00

From Friday 09/30/2016 to Thursday 10/13/2016

		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
+	−											7.00				7.00	HOL
+	−	7.00			7.00	7.00	7.00	7.00	7.00				7.00	7.00	7.00	63.00	REG

Employee works on a holiday			TRC					
An employee typically works 7.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee is working that day.			HOL	7.00	HWCE	7.00	REG	0.00

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		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
+	−											7.00				7.00	HOL
+	−											7.00				7.00	HWCE
+	−	7.00			7.00	7.00	7.00	7.00	7.00				7.00	7.00	7.00	63.00	REG

Holiday falls on an off (B) day			TRC			
An employee has an approved flex schedule, typically working 8.75 hours a day every Tuesday through Friday. A holiday falls on a Monday and the employee is not scheduled to work.			HXCE	7.00	REG	0.00

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+	−											7.00				7.00	HXCE
+	−	8.75				8.75	8.75	8.75	8.75				8.75	8.75	8.75	70.00	REG

Employee works for half the day on a holiday		TRC					
An employee typically works 7.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee works a half day (3.50 hours).		**HOL**	7.00	**HWCE**	3.50	**REG**	0.00

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		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
+	−											7.00				7.00	HOL
+	−											3.50				3.50	HWCE
+	−	7.00			7.00	7.00	7.00	7.00	7.00				7.00	7.00	7.00	63.00	REG

Employee works over scheduled hours on holiday		TRC					
An employee typically works 7.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee works 10.00 hours that day.		**HOL**	7.00	**HWCE**	7.00	**REG**	3.00

From Friday 09/30/2016 to Thursday 10/13/2016

		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
+	−											7.00				7.00	HOL
+	−											7.00				7.00	HWCE
+	−	7.00			7.00	7.00	7.00	7.00	7.00			3.00	7.00	7.00	7.00	66.00	REG