



Editing Holiday Premium Pay for an Unscheduled Absence

Viewing Timecards with Holiday Premium Pay and Unscheduled Absences

1. Access the **Pay Period Close Genie** for the desired pay period.
2. Select *HyperFind* 'Unsch Lv with Hol Prem Pay'.

Employees that meet the following conditions will display:

- worked on the observed holiday, and
 - reported an unscheduled absence during the pay period.
3. Use the **Select All** button to select all employees that display on the list. Then click the **Go To** button and select timecards on the dropdown menu to view individual timecards.
 4. View each timecard to determine if an unscheduled absence preceded or followed the holiday worked.
 5. Perform a **Pay Code Move** to reduce the holiday premium pay if an unscheduled absence was reported on the day immediately before or after the holiday.

Performing the Pay Code Move

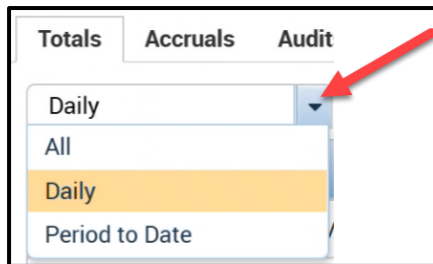
1. From the timecard, click on the hours worked that display on the holiday.





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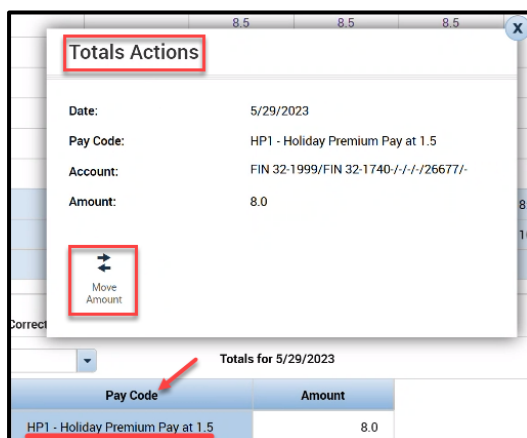
2. In the **Totals** tab, change the view from 'All' to 'Daily'.



3. In the **Totals** tab, click on the **Pay Code** for holiday premium pay which is 'HP1 – Holiday Premium Pay at 1.5'.

Totals		
Accruals	Audits	Historical Corrections
Daily	All	Totals for 5/29/2023
Account	Pay Code	Amount
FIN 32-1999/FIN 32-1740-/-/-/26677/-	HP1 - Holiday Premium Pay at 1.5	8.0
FIN 32-1999/FIN 32-1740-/-/-/26677/-	Regular	8.0
FIN 32-1999/FIN 32-1740-/-/-/26677/-	Total Hrs Towards Schedule	8.0

4. Right click on the Pay Code 'HP1 – Holiday Premium Pay at 1.5' cell. A **Total Actions** box will display. Click the **Move Amount** button.





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5. The **Move Amount** dialog box will display.

The screenshot shows the 'Move Amount' dialog box with the following fields and callouts:

- 5**: The dialog box title 'Move Amount'.
- 6**: The 'From: Pay Code' field, which displays 'HP1 - Holiday Premium Pay at 1.5'.
- 7**: The 'To: Pay Code' dropdown menu, which is open and shows 'HP1 - Not Paid - Unsch A...' as the selected option.
- 8**: The 'Amount (HH.hh)' field, which contains the value '8'.
- 9**: The 'Effective Date' field, which contains the date '5/29/2023'.
- 10**: The 'Transfer' field, which contains the value 'FIN 32-1999/FIN 32-1740 /-/-/26677/'.
- 11**: The 'Comments (0)' section, which includes a 'Select Comment' dropdown and an 'Add' button.

6. The **From: Pay Code** box should display 'HP1 – Holiday Premium Pay at 1.5'.
7. In the **To: Pay Code** box, select 'HP1 – Not Paid – Unsch Absence' from the **Pay Code** drop down menu.
8. Enter the hours (HH.hh) to move in the **Amount** field. The amount should be equal to the number of hours of the unscheduled absence but should not exceed the amount of holiday premium pay.
9. Enter the date of the holiday in the **Effective Date** field.
10. If the body of the timecard contains a transfer, then it is important to maintain the same **Transfer** code for the '**To**' portion of the unpaid Holiday Premium. If there is no transfer in the body of the timecard, then it is not necessary to complete the transfer portion of the Move, as the default **Transfer** remains the employee's "home labor account."
11. You may add a **Comment** to the move or follow instructions to the right to add it after the move is completed.





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12. Click **OK**.
13. From the timecard view click **Save**.
14. Verify the change in the **Totals** tab. Change to the Totals view from “Daily” to the “All”.
15. Verify the Move Pay Codes, Amount, Date, and Comment using the audits tab and Moved Amounts option from the dropdown.

Totals

Accruals

Audits

Historical Corrections

Moved Amounts

Effective Date	User	From Account	To Account	From Pay Code	To Pay Code	Amount	Comment	Note
5/29/2023	MCTI...			HP1 - Holiday Premium Pay at 1.5	HP1 - Not Paid - Unsch Absence	8.0		

Adding a Comment

A comment should be added to the employee's timecard by the manager when holiday premium pay hours are reduced by an unscheduled absence.

Comment added during the **Pay Code Move** are not visible in the body of the timecard. Therefore, highlighting the action in the timecard body, by adding the comment may clarify.

1. In the body of the timecard, click on the **Hours Worked** on the holiday.
2. Right click on the hours. The **Pay Code** actions window appears, and a **Comment** icon will display.
3. Click on the **Comment** icon. A list of available comments will display.





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4. Select the **comment** “Unsched Lv Used – Not Eligible for Hol Prem Pay”.
5. Click **OK**.
6. From the timecard view click **Save**.
7. Review the comment that displays in the **Audits** tab using the ‘Comments’ option in the dropdown menu.

Pay Code	Transfer	Sun 5/28	Mon 5/29	Tue 5/30	Wed 5/31	Thu 6/01	Fri 6/02
<input type="text" value="Hours Work..."/>			8.0				

Totals Accruals Audits Historical Corrections						
Comments <input type="button" value="v"/>						
Date	Time	Type	User	Comment	Note	
Mon 5/29		Pay Code Edit	MCTIME12	Unsched Lv Used - Not Eligible for Hol Prem Pay		

