Holiday Timesheet Coding

Idaho Human Rights Day, President's Day, Memorial Day, Juneteenth Holiday, Independence Day, Labor Day

Classified Employees

Classified employees will code HOL for the Holiday and the remainder of the week accordingly.

If Classified Staff worked on the holiday, they will code 8 hours of HOL, and also code HOA on an additional line, for as many hours as they worked to accrue comp time.

Professional Staff

Professional Staff are exempt from overtime and can only code 80 hours per pay period.

They will code 8 hours of HOL on the Holiday and the remainder of the week accordingly to total 40 per week.

Timesheet Holiday Coding for the "Working Holiday"

Columbus Day and Veterans Day

This coding is to be entered for Columbus Day and Veterans Day to accrue hours to use for the day after Thanksgiving and the day after Christmas during the Christmas break.

Employees who work 10-hour days con only code 8 hours of holiday and need to make up the two hours on another day or use vacation.

CLASSIFIED EMPLOYEES who are eligible for time and a half will earn compensatory time (CPT) to be taken at a later date.

- 8 HOL (On the first line)
- 8 HOA (these are the actual hours worked on the holiday. On the second line to receive "Comp time" at the time and a half)

PROFESSIONAL STAFF if they **DID NOT** work on the holiday

- 8 HOL (on the first line)
- The rest of the week accordingly

PROFESSIONAL STAFF if they **DID** work the holiday

- 8 ANC or ACT (The time worked code you use)

- The rest of the week accordingly

NON-BENEFIT EMPLOYEES, IH, STUDENTS, AND WORK-STUDY EMPLOYEES, Are NOT eligible for HOLIDAY PAY. Unless they work on the holiday. If they DO work, they are eligible for time and a half. They will code on a separate line:

- HOW (these are the actual hours worked on the holiday) to receive time and a half.

WORK-STUDY EMPLOYESS who work on the holiday are NOT eligible to use WORK-STUDY FUNDING and must code all HOW hours worked at (100%) to the department project code.

Thanksgiving Holiday Week

If you worked on Columbus Day:

    Classified Staff code HOL on Thanksgiving and CPT on Friday.

    Professional Staff code HOL on Thanksgiving and HOF on Friday.

    IH Staff code HOW for time <u>worked</u> on Thanksgiving.

If you **DID NOT** work on Columbus Day because you were sick or on vacation, you will need to code those hours on Friday as SIC or VAC. (Code HOL on Thanksgiving as it is a paid holiday)

Christmas Holiday Break

If you worked on Veterans Day:

    Classified Staff code HOL on Christmas and CPT on the day after. The remainder of the week accordingly.

    Professional Staff code HOL on Christmas, HOF on the day after & the remainder of the week accordingly.

If you **DID NOT** work on Veterans Day because you were sick or on vacation, you will need to code those hours on Thursday as SIC or VAC. (Code HOL on Christmas as it is a paid holiday)

For anyone who works during the campus closure, use your usual time worked code.

New Year's Day

Classified Staff & Professional Staff code HOL on New Year's Day.

For anyone who works during the campus closure, use your usual time worked code.

If you are unsure how to code your time sheet, Please contact Jane in Payroll @ ext. 2204 or Debie @ ext.2079