



Holiday Pay/Worked and Non-Worked

Holiday pay is paid to benefit eligible employees when they do not work on the holiday. Policies and practice are further differentiated for 2094, DCNA, PRN POOL, Per Diem, and WISPD employees.

Non-Worked Holidays

All Benefit Eligible Employees

- When the employee does not work on the holiday, the manager will add the **HUH-HOLB** pay code to the schedule. This pays the employee their base rate for their regularly scheduled hours.

Working on the Holiday

Holiday Pay for worked time is automatically calculated based on the punch times. **No action is required by the manager, other than scheduling the employee to work.** Holiday Pay for worked time will generate with or without a schedule, however the best practice is to use schedules for other reporting purposes as well as pay.

PRN POOL/Per Diem/WISPD

- When the employee works the holiday, **HUH-HOLW** will be paid in addition to their regular pay, for actual punches that fall within the holiday zone starting at **11:30pm the day before the holiday and ending at 11:30pm the day of the actual holiday.**

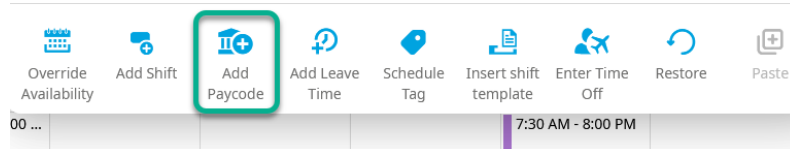
All Benefit Eligible Union Employees

- When the employee works the holiday, **HUH-HOL** will be paid in addition to their regular pay, when the majority of hours worked fall within the holiday zone, starting at **12:00am the day of the holiday and ending at 12:00am the day after the observed holiday.**

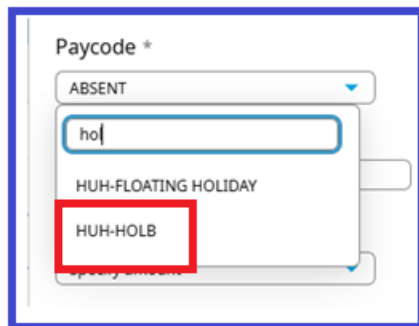
Replacing the scheduled shift with Holiday Pay (Not Worked)

Follow these steps when the holiday falls on a regularly scheduled day, and the **benefit eligible** employee has the day off.

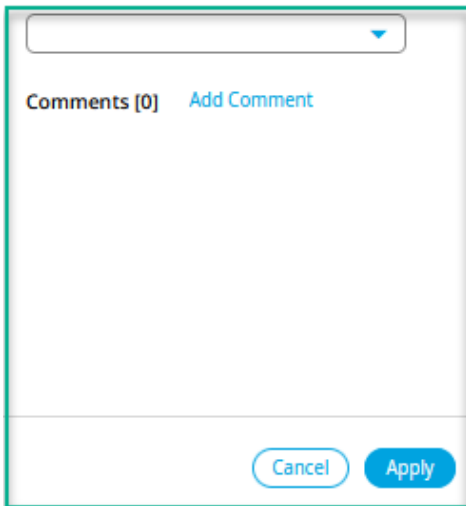
1. Navigate to the employee's schedule.
2. Right click on the scheduled day and select **Add Pay Code**.



3. Open the **Pay Code** field, then type “**HOLB**” into the search.

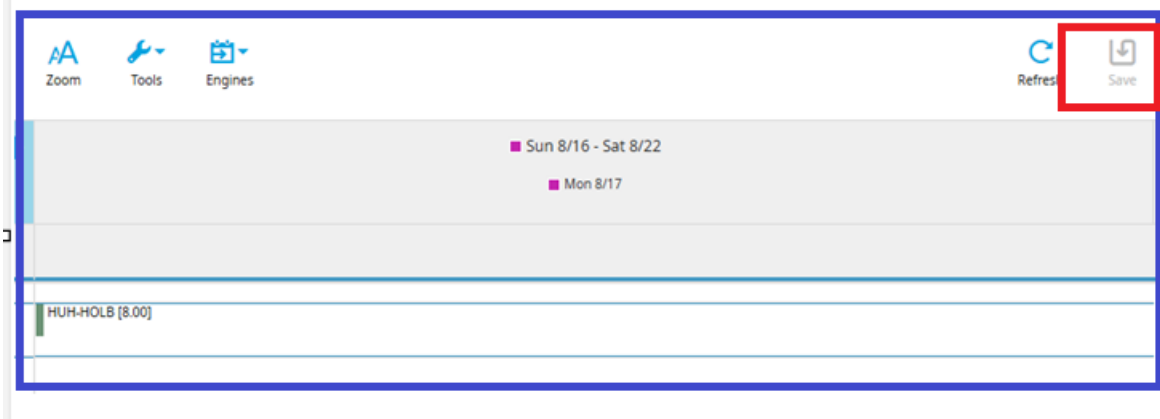


4. Add a **Comment**, if needed, then Click **Apply** to update the schedule.



A dialog box for adding comments. It features a dropdown menu at the top, followed by the text "Comments [0]" and a blue "Add Comment" link. At the bottom, there are two buttons: "Cancel" and "Apply".

5. **Save** the schedule.



The main schedule interface. The top toolbar includes icons for "Zoom", "Tools", and "Engines", along with "Refresh" and "Save" buttons. The "Save" button is highlighted with a red box. The main area displays a calendar for "Sun 8/16 - Sat 8/22" with a specific date "Mon 8/17" highlighted. Below the calendar, a table lists schedule items, with the first item being "HUH-HOLB [8.00]".

Review Holiday Pay on the timecard:

To review the Holiday Pay on the timecard:

1. Go to the employees' timecard.
2. Open the **Totals** tab at the bottom of the timecard.
3. For non-worked days, the holiday pay will display as a pay code edit in the body of the timecard. It will also display in the Totals tab at the bottom.

		Date	Schedule	Absence	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
+	⊖	Sun 5/21												
+	⊖	Mon 5/22			HUH-HOLB	8.00	7:00 AM							
+	⊖	Tue 5/23	7:00 AM - 3:30 PM				7:00 AM		3:30 PM				8.00	
+	⊖	Wed 5/24	7:00 AM - 3:30 PM				7:00 AM						8.00	
+	⊖	Thu 5/25	7:00 AM - 3:30 PM				7:00 AM						8.00	
+	⊖	Fri 5/26	7:00 AM - 3:30 PM				7:00 AM		3:30 PM				8.00	
+	⊖	Sat 5/27												
+	⊖	Sun 5/28												
+	⊖	Mon 5/29	7:00 AM - 3:30 PM				7:00 AM		3:30 PM				8.00	
+	⊖	Tue 5/30	7:00 AM - 3:30 PM				7:00 AM		3:30 PM				8.00	
+	⊖	Wed 5/31	7:00 AM - 3:30 PM				7:00 AM		3:30 PM				8.00	

All	All
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Location	Job	Cost Center	Labor Category	Pay Code	Amount
HUH/1000/NSG SVCS/3011 NURSING...	Adms5	3011	...0815	Grand Total	72.00
HUH/1000/NSG SVCS/3011 NURSING...	Adms5	3011	...0815	HUH-HOLB	8.00
HUH/1000/NSG SVCS/3011 NURSING...	Adms5	3011	...0815	REG 1	72.00

Accruals	Totals	Historical Corrections	Audits
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- For worked days, the punches will display as normal punches, and the holiday pay will be displayed in the Totals tab at the bottom, based on actual hours worked in the holiday zone.

	Date	Schedule	Absence	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
+ ⊖	Sun 6/18												
+ ⊖	Mon 6/19	7:30 AM - 8:30 PM				7:14 AM	... DIABETES & RENA/RN...	8:27 PM				12.75	1
+ ⊖	Tue 6/20												
+ ⊖	Wed 6/21	7:30 AM - 8:30 PM										2.75	1
+ ⊖	Thu 6/22	7:30 AM - 8:30 PM										1.00	1
+ ⊖	Fri 6/23												
+ ⊖	Sat 6/24	7:30 AM - 8:30 PM				7:19 AM	... DIABETES & RENA/RN...	8:35 PM				12.5	1
+ ⊖	Sun 6/25	7:30 AM - 8:30 PM				7:16 AM	... DIABETES & RENA/RN...	8:17 PM				12.5	1
+ ⊖	Mon 6/26												
+ ⊖	Tue 6/27												

Location	Job	Cost Center	Labor Category	Pay Code	Amount
(x)HUH/1000/NURSING/3352 5E-GEN...	(x)RN	3352	(x)...3500	Grand Total	63.50
(x)HUH/1000/NURSING/3352 5E-GEN...	(x)RN	3352	(x)...3500	HUH-HOLW	12.75
(x)HUH/1000/NURSING/3352 5E-GEN...	(x)RN	3352	(x)...3500	OT 1	10.25
(x)HUH/1000/NURSING/3352 5E-GEN...	(x)RN	3352	(x)...3500	REG 1	53.25
(x)HUH/1000/NURSING/3364 6W-INF...	(x)RN	3364	(x)...3500	Grand Total	24.75
(x)HUH/1000/NURSING/3364 6W-INF...	(x)RN	3364	(x)...3500	REG 1	24.75

Accruals	Totals	Historical Corrections	Audits
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