

Veteran's Day 2011

Veteran's Day will be observed, **Friday, November 11, 2011**. Veteran's Day is a designated holiday for both classified and most unclassified employees; however, it is not a student holiday and classes will be in session. **Any employee who accrues annual leave is eligible for Veteran's Day. Note: Most 9-month unclassified employees do not accrue annual leave. Only those 9-month unclassified employees who are non-instructional will accrue annual leave if in a benefit eligible position.**

Eligible classified and unclassified employees will receive holiday credit equal to the number of hours normally scheduled to work that day. (Holiday Credit codes are: **HDC Holiday Credit 1.0 for Nonexempt or HDE Holiday Credit 1.0 for Exempt**). The holiday credit should automatically appear in the time entry page for full-time employees. If the code is missing, you will need to add it for those eligible employees.

Classified Employees

In addition to holiday credit, **ANY CLASSIFIED employee** who works on Veteran's Day, regardless of FLSA status (exempt or nonexempt), will use **HCP (Holiday Comp Time 1.5) or HDP (Holiday Pay 1.5)** to record actual hours worked on the holiday. KSU PPM Chapter: <http://www.k-state.edu/policies/ppm/4860.html>

<<< Refer to scenarios 1-4, pages 2 and 3 >>>

Unclassified Employees

Unclassified Board of Regent's employees who hold 9-month non-instructional or 12-month appointments and who accrue annual leave are eligible for Veteran's Day.

In addition to HDE (Holiday Credit 1.0), **unclassified EXEMPT** employees who are required/ directed to work on the holiday will receive compensatory time at a straight rate to be used later. To accurately record the actual number of hours worked, use **HCC (Holiday Comp Time 1.0)**.

In addition to HDC (Holiday Credit 1.0), **unclassified NONEXEMPT** employees who are required/directed to work on the holiday will receive compensatory time at time and one-half rate. To accurately record the actual number of hours worked, use **HCP (Holiday Comp Time 1.5) or HDP (Holiday Pay 1.5)**. KSU PPM Chapter: <http://www.k-state.edu/policies/ppm/4865.html#70>

<<< Refer to scenarios 5-6, page 4 >>>

Hourly Student Employees

The earnings code SP1 (Student Employee - FLSA Covered) is used to record hours worked on the holiday. Hourly student employees do NOT receive extra compensation for working on the holiday. KSU PPM Chapter: <http://www.k-state.edu/policies/ppm/4720.html>

<<< Refer to scenario 7, page 5 >>>

Scenario 1: Classified, Exempt/Nonexempt, Regular, Full-Time Employee Works on the Holiday. *DO NOT delete the Holiday Credit row (HDC or HDE).*

Veteran's Day							
Earn Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
HDC/HDE						8.00	
REG		8.00	8.00	8.00	8.00		
HCP/HDP						6.50	

Record Actual Hours Worked

HCT (Holiday Comp Time Taken - Non Exempt) will be recorded when a **NONEXEMPT CLASSIFIED** employee uses earned holiday compensatory time. HCE (Holiday Comp Time Taken - Exempt) will be recorded when an **EXEMPT CLASSIFIED** employee uses earned holiday compensatory time.

Scenario 2: Classified, Nonexempt/Exempt, **TEMPORARY**, Full-Time/Part-Time Employee Works on the Holiday

Classified **TEMPORARY** employees are not paid for a holiday unless the employee actually works on the holiday, HDC or HDE (Holiday Credit 1.0) will NOT be recorded. If the temporary employee works on the holiday, **HDP (Holiday Pay 1.5)** will be used to record actual hours worked.

Veteran's Day							
Earn Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
HDC/HDE							
REG		6.50	6.50	6.50	6.50		
HDP						6.50	

Record Actual Hours Worked

Scenario 3: Classified, Nonexempt, Regular, Full-Time Employee Works on the Holiday and Works Additional Hours Within the Work Week -- FLSA is NOT Greater Than 40 Hours. DO NOT delete the Holiday Credit row (HDC or HDE).

Veteran's Day							
Earn Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
HDC/HDE						8.00	
REG		8.00	8.00	8.00	9.50		
HCP/HDP						6.50	
FLSA = 8.00 16.00 24.00 33.50 40.00							
Paid Hours = 8.00 16.00 24.00 33.50 41.50							
Holiday Compensatory Hours = 6.50 (1.5) = 9.75							

Using HCP (Holiday Comp Time 1.5), the employee will be paid for 41.50 hours and have 6.50 (1.5) = 9.75 hours holiday compensatory leave to be used at a later date.

Using HDP (Holiday Pay 1.5), the employee will be paid for 41.50 hours plus 6.5 hours (1.5) (hourly rate).

Scenario 4: Classified, Nonexempt, Regular, Full-Time Employee Works on the Holiday and Works Overtime Hours Within the Work Week -- FLSA is GREATER Than 40 Hours. Holiday Premium - DO NOT delete the Holiday Credit row (HDC).

Veteran's Day							
Earn Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
HDC						8.00	
REG		8.00	8.00	9.50 8.00	8.00		
HCP or HDP						6.50	
CME or OTP						1.50	
HCV or HDV						1.50	
FLSA = 8.00 16.00 25.50 33.50 40.00 41.50							

HCV Holiday Premium Comp .5 --- Hours in overtime status worked on the holiday and added to holiday comp at .5 rate. K.A.R. 1-9-2

HDV Holiday Premium Paid .5 --- Hours in overtime status worked on the holiday and paid as holiday premium pay at .5 rate. K.A.R. 1-9-2

Scenario 5: Unclassified, Exempt, 9- or 12-Month employee who accrues annual leave, is Required/Directed to Work Four (4) Hours on the Holiday. *This example displays HDE (Holiday Credit 1.0) for a full-time employee.* **Note:** Most 9-month unclassified employees do not accrue annual leave. Only those 9-month unclassified employees who are non-instructional will accrue annual leave if in a benefit eligible position.

Time Detail								
*Earnings Type: <input type="text" value="HDE"/>		Holiday E					Total Hrs: <input type="text" value="8.00"/>	
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text"/>	0.00	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00	
*Earnings Type: <input type="text" value="HCC"/>		Holiday E					Total Hrs: <input type="text" value="0.00"/>	
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="4.00"/>	<input type="text"/>	0.00	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4.00	
Actual Hours Worked								

Using HCC (Holiday Comp Time 1.0), the employee will earn holiday compensatory time. HCE (Holiday Comp Time Taken - Exempt) will be recorded when an EXEMPT UNCLASSIFIED employee uses earned holiday compensatory time.

Scenario 6: Unclassified, Non-Exempt, 9- or 12-Month who accrues annual leave, is Required/Directed to Work Six Hours on the Holiday. *This example displays HDE (Holiday Credit 1.0) for a full-time employee.*

Time Detail								
*Earnings Type: <input type="text" value="HDC"/>		Holiday N					Total Hrs: <input type="text" value="8.00"/>	
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text"/>	0.00	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00	
*Earnings Type: <input type="text" value="HCP"/> HolCmp 1.5 or *Earnings Type: <input type="text" value="HDP"/> HolPay 1.5							Total Hrs: <input type="text" value="6.00"/>	
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="6.00"/>	<input type="text"/>	0.00	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6.00	
*Earnings Type: <input type="text" value="REG"/>		Regular		Dollar Amt: <input type="text"/>		Total Hrs: <input type="text" value="72.00"/>		
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	40.00	
<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	32.00	

HCE (Holiday Comp Time Taken - Exempt) will be recorded when an EXEMPT UNCLASSIFIED employee uses earned holiday leave. HCT (Holiday Comp Time Taken - Non-Exempt) will be recorded when a NONEXEMPT UNCLASSIFIED

employee uses earned holiday leave. Exempt employees shall take holiday compensatory time only in either half- or full-day increments.

Scenario 7: Hourly Student Employee Works on the Holiday

The earnings code SP1 (Student Employee - FLSA Covered) is used to record the actual number of hours worked on the holiday. Hourly student employees do NOT receive extra compensation for working on the holiday. KSU PPM Chapter: <http://www.k-state.edu/policies/ppm/4720.html>

Earn Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
SP1		2.00	2.25	2.50	2.50	4.00	

If an hourly student employee does not work on the holiday, no hours will be recorded.

Earnings Codes:

<http://www.k-state.edu/hr/hris/hris-tables-earn.html>

Time and Leave Tips:

<http://www.k-state.edu/hr/hris/tltips.html>

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