

Veteran's Day 2008

Veteran's Day will be observed, Tuesday, November 11, 2008. This year, 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.**

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 will automatically appear in the time entry page for full-time 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. 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- 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 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. To accurately record the actual number of hours worked, use **HCP (Holiday Comp Time 1.5) or HDP (Holiday Pay 1.5)**. PPM Chapter: <http://www.k-state.edu/policies/ppm/4865.html#70>

<<< Refer to scenarios 5-6, page 3 and 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. PPM Chapter: <http://www.k-state.edu/policies/ppm/4720.html>

<<< Refer to scenario 7, page 4 >>>

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).*
 Note: Using HCP, the employee will be paid for 41.50 hours and have 6 hours holiday compensatory leave to be used at a later date; using HDP, the employee will be paid for 45.50 hours.

Veteran's Day							
Earn Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
HDC/HDE			8.00				
					9.50		
REG		8.00		8.00	8.00	8.00	
HCP or HDP			4.00				
FLSA = 8.00 12.00 20.00 29.50 37.50							

Scenario 4: Classified, Nonexempt, Regular, Full-Time Employee Works on the Holiday and Works Additional Hours Within the Work Week -- FLSA is 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				
					9.50	6.50	
REG		8.00		8.00	8.00	8.00	
HCP or HDP			8.00				
CME or OTP						1.50	
FLSA = 8.00 16.00 24.00 33.50 41.50 40.00							

Note: Using HCP and CME, the employee will be paid for 40.00 hours; using HDP and OTP, the employee will be paid for 49.50 hours (1.5 hours will be overtime status).

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.*

Time Detail							
Earnings Type: HDE		Holiday E					Total Hrs: 8.00
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		8.00					8.00
Earnings Type: HCC		HolCmp 1.0					Total Hrs: 4.00
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		4.00					4.00

Actual Hours Worked

