RECORDING TIME WORKED ON A HOLIDAY
KRONOS TIME-KEEPING SYSTEM

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Cornell University
University Payroll Office
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OVERVIEW

Effective August 1, 2016, the University Policy 6.9, Time Away from Work (Excluding Academic and Bargaining Unit Staff) allows employees that work on a holiday to be paid at a rate of 2.5 times their hourly rate.

Policy 6.9, Time Away from Work, Holiday Time, section Working on a Holiday:

Nonexempt employees who are required to work on a university holiday will be paid two-and-one-half times their regular rate of pay for all hours worked on the holiday and their regular rate of pay for the balance of the hours, if any, not worked on the university holiday.

Bargaining Unit (union) employees should refer to their contracts to confirm payment for holiday time worked.

Procedures for recording holiday payment options in Kronos for both non-union and union employees, are detailed on the following pages.

Refer to the Holiday Worked Earnings Codes in Kronos on page 8 for definitions of the codes used for holiday-related paid leave, time worked, and earned paid leave credit used on Kronos timecards and on employee paychecks.

HOLIDAY PAY OPTIONS

HOLIDAY TIME WORKED for NON-BARGAINING UNIT EMPLOYEES

Non-union employees who work on a holiday record their start and end times for each work shift and meal break.

Holiday time worked is paid at 2.5x the employees regular pay rate. Time worked is calculated automatically in Kronos and displayed in the Totals & Schedule tab on the timecard.

HOLIDAY TIME WORKED for BARGAINING UNIT (UNION) EMPLOYEES

Union employees who work on a holiday record their start and end times for each work shift and meal break, and are paid based on their default work rule. Employees should refer to their union contracts to confirm their default holiday payment.

TRANSFER OF WORK RULE FOR BARGAINING UNIT (UNION) EMPLOYEES

A transfer (or change) of a union employee’s default work rule in Kronos is used when a different holiday pay option is needed. The Transfer of Work Rule process is limited to bargaining unit employees only as defined in their union contract agreement.

HOLIDAY WORKED-EARNED PAID LEAVE CREDIT

Earned Paid Leave Credit for holiday time worked is one of the alternate holiday pay options for some union employees. Employees who earn this credit must use it by October 15 or forfeit the credit per University Policy 6.9 Time Away from Work.

HOLIDAY OVERTIME

When an employee works on a holiday overtime is calculated on the actual hours worked, not on the total time paid.

For example: an employee works three (3) hours on the holiday and is paid at 2.5x the regular rate for a total payment equal to 7.5 hours.

Only the 3 hours of actual time worked is used towards overtime eligibility.
PAY REP – HOLIDAY PAY INFORMATION

For non-union employees the default per Cornell policy is 2.5x regular pay. For bargaining unit employees their default holiday pay depends on each employee’s contract.

When payment for time worked on a holiday needs to differ from a union employee’s default work rule, a temporary adjustment to the work rule can be applied to ensure a correct holiday pay calculation.

Detailed procedures for applying holiday time worked on Kronos timecards for non-union and union employees are provided on the following pages.

Refer to page 8 for descriptions of the holiday earnings codes used on timecards and paychecks.

KRONOS TIMECARDS

The employee’s default work/pay rule will calculate the correct payment for holiday time recorded on a timecard or time clock.

Per University Policy 6.9 Time Away from Work, non-union employees are paid at 2.5x their hourly rate for holiday time worked.

Allowing an alternate holiday pay option for union employees depends on each employee’s contract. Refer to the contract for specifics.

To apply an alternate holiday pay option for a union employee, the work rule can be temporarily changed for the holiday by using the transfer function on the employee’s timecard.

Refer to the Transfer of Work Rule Instructions on page 6 for details.

- **Option 1** Pay Only
  Pay at 2.5x the hourly rate with no holiday paid leave time.
  The work rule will end with “HW 1.5 –Hol” or “Hol Wrk 2.5”

- **Option 2** Holiday Worked Paid Leave Credit at Straight Time
  Pay at 1.5 plus paid leave @ 1.0 for each hour worked.
  The work rule will end with “HW 1.5 – Comp”

- **Option 3** Holiday Worked Paid Leave Credit at Premium Time
  Pay at 1.0 plus paid Leave @ 1.5 for each hour worked.
  The work rule will end with “HW 1.0 – Comp 1.5”

**NOTE:** Kronos tracks and displays a Paid Leave Credit Time accrual balance (earned with CTE/CTF) on the employee’s timecard Accruals tab, and on the employee’s Accrual Balance and Projection report.

Accrual balances are also available to supervisors and pay reps on the Accrual - Biweekly Balance genie in Kronos.
NON UNION EMPLOYEES -- HOLIDAY PAY PROCEDURES in KRONOS

By default, time worked on a holiday will be paid at 2.5x your hourly rate. Questions about this rate should be referred to your Pay Rep.

TIME CLOCK PROCEDURES

1. Swipe your badge or keypad your badge number as normal.
2. Or, use the appropriate function key as directed by the department’s terminal directions.

Holiday time worked and holiday leave time will pay at 2.5 x your hourly rate based on your work rule in Kronos. There are no alternate holiday pay options for non-union employees. Any questions about this policy should be referred to your Pay Rep.

TIMECARD PROCEDURES

1. On your timecard **highlight the holiday** row then **click the add row** icon.
2. In the new row, **enter IN/OUT** punches for your work shifts and meal breaks.
3. Add rows as needed for additional work shifts and meal breaks.
4. **Save** all actions.

Kronos will automatically adjust and display holiday time worked (HWF) and holiday leave time paid (HSP) on the **Totals & Schedule** tab at the bottom of the timecard.

In the example below, the employee worked a partial schedule on the holiday and had no required meal break.
- Holiday time paid (HSP) was 10.1 hours at the employee’s regular hourly rate.
- Time worked (HWF) was 5.5 hours paid at 2.5 x the employee’s hourly rate.
UNION EMPLOYEES -- HOLIDAY PAY PROCEDURES in KRONOS

In order to calculate pay for holiday time worked, holiday leave time, and earned paid leave credit time -- your work rule on the holiday must correspond to the selected holiday pay option.

If your default work rule does not match the selected holiday pay option, your supervisor or pay rep may need to update it in Kronos, or add a transfer of work rule to your timecard.

Or, you may be required to apply the appropriate work rule by using the following Transfer of Work Rule Instructions.

If you are unsure of your default holiday Work/Pay Rule or what holiday pay options are allowed by your contract or department, contact your Pay Rep for assistance.

<table>
<thead>
<tr>
<th>HOLIDAY PAY OPTIONS</th>
<th>PAY + PAID LEAVE CREDIT</th>
<th>WORK RULE MUST INCLUDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Option 1</td>
<td>Pay @ 2.5 – No Paid Leave Credit (All Pay)</td>
<td>Hw 1.5 – Holiday Or Hol Or Hol Wrk 2.5</td>
</tr>
<tr>
<td>Payment Option 2</td>
<td>Pay @ 1.5 + Paid Leave Credit @ 1.0</td>
<td>Hw 1.5 – Comp</td>
</tr>
<tr>
<td>Payment Option 3</td>
<td>Pay @ 1.0 + Paid Leave Credit @ 1.5</td>
<td>Hw 1.0 – Comp 1.5</td>
</tr>
</tbody>
</table>

TIME CLOCK PROCEDURES

Depending on the selected pay option:

1. Swipe your badge or keypad your badge number as normal.
2. Or, use the appropriate function key as directed by the department’s terminal directions.
3. Some clocks are also enabled with function buttons that allow you to transfer to a different work rule on the clock.

Holiday time worked and holiday leave time will pay correctly based on your work rule in Kronos.

TIMECARD PROCEDURES

1. Confirm the correct work rule for the selected Holiday Pay Option.
2. On your timecard highlight the holiday row then click the add row icon.
3. In the new row, enter IN/OUT punches for your work shift and meal breaks.
4. Add rows as needed for additional work shifts and meal breaks.
5. Save all actions.

Kronos Full (Java) Timecard with Time Worked on a Holiday – No Work Rule Transfer

Kronos Basic (HTML) Timecard with Time Worked, a Meal Break, and Work Rule Transfers
UNION EMPLOYEES -- TRANSFER OF WORK RULE INSTRUCTIONS IN KRONOS

If a department chooses a holiday pay option other than the default on the timecard, the employee’s work rule must match the preferred holiday pay option to appropriately compensate the employee.

The transfer function on the timecard can be used to temporarily change the default work rule for the holiday work shift.

NOTE: The naming convention on the work rules in the drop down list is the pay rule + the holiday pay code. When entering a transfer, the employee will see only work rules specific to the department.

Work Rule Examples:

- **CUNU No-Day-Hol Wrk 2.5** (All Pay @ 2.5 with No Paid Leave Credit Time)
- **ANSC UAW-8hr-30-Inc-HW 1.5 - Holiday** (Option 1 – All Pay, No Paid Leave Credit Time)
- **UAW NENU-7.8hr-30-Day-HW1.5-Comp** (Option 2 – Pay @ 1.5 + Paid Leave Credit at 1.0)
- **BTC-8hr-30-Day HW 1.0 – Comp 1.5** (Option 3 – Pay @ 1.0 + Paid Leave Credit Time at 1.5)

To Transfer the Work Rule on a Timecard for a Holiday Work Shift

1. Highlight the holiday row and click the “add row” icon.
2. On the new row, **enter IN punch** (start time).
3. Tab to the Transfer cell, click the drop down menu and select **Search Alt-S**.
4. In the Work Rule window at the bottom of the page, click the drop-down menu.
5. **Select a holiday work rule** (for example: **UAW NENU-7hr-No-Day-HW1.5-Comp 1.5**).
6. Click **OK** and **Save** the action.
7. Enter required meal breaks and additional work shifts.

*Apply the same holiday work rule transfer to each shift worked.*

Refer to your ACCRUALS tab to view your Paid Leave Credit Earned (CTE) balance.

Sample Timecard with 6.3 Hours Worked; includes a Meal Break and Two Work Rule Transfers for each IN/OUT set of Punches.

- **Holiday Leave (HSP)** = 1.5 (holiday balance not worked)
- **Paid Leave Credit Earned (CTE)** = 6.3 (1.0 x 6.3 hours)
- **Holiday Work Time (HHT)** = 6.3 (1.0 x 6.3 hours worked)

Earnings Codes and Amounts for the Sample Timecard

Refer to your ACCRUALS tab to view your Paid Leave Credit Earned (CTE) balance.
UNION EMPLOYEES -- EARNED PAID LEAVE CREDIT

When time worked is recorded on an approved university holiday, specific earnings codes (such as HHT, CTE, CTF) are used in Kronos for recording that time. Refer to page 8 for the Holiday Worked Earnings Code definitions.

The codes and totals for paid leave credit and holiday time paid are displayed on the employee’s timecard on the Totals & Schedule tab.

USING PAID LEAVE CREDIT TIME

Holiday Worked Paid Leave time must be taken by October 15 or the credit is forfeit per University Policy 6.9 Time Away from Work

To use holiday worked paid leave time, employees enter the earnings code CMO (Paid Leave Credit Taken) and the appropriate amount on the timecard.

Holiday Paid Leave Credit hours will be paid at the regular rate of pay.

Vacation and HAP are accrued on paid leave credit hours.

TRACKING PAID LEAVE CREDIT TIME

The unit/department is responsible for monitoring paid leave credit earned and used by its employees.

EMPLOYEES Tracking Paid Leave

The Paid Leave Credit Time balance is displayed on the Kronos timecard Accruals tab, and also on the timecard under My Information / My Reports / My Accrual Balances and Projections.
## HOLIDAY WORKED EARNINGS CODES IN KRONOS

<table>
<thead>
<tr>
<th>Option</th>
<th>Earnings Code</th>
<th>Description</th>
<th>Multiplier (times the number of hours worked)</th>
<th>Payment in Current Pay Period?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Option 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HF</td>
<td>Used for recording hours at 1.0 times the number of hours worked on the holiday. The system will automatically combine it with HWP to complete the payment of 2.5 times the number of hours.</td>
<td>1.0</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>HW</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Option 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CT</td>
<td>Holiday Worked Paid Leave Credit time at one hour for every hour worked</td>
<td>1.0</td>
<td>No. Paid leave credit time must be used by Oct 15th or be forfeited</td>
</tr>
<tr>
<td></td>
<td>HT</td>
<td>Used for recording hours worked on a holiday at 1.5 times. The system will automatically combine HWF and HWP to complete the payment of 2.5 times the number of hours.</td>
<td>1.5</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>HTT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Option 3</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CF</td>
<td>Holiday Worked Paid Leave Credit time at one and a half times for every hour worked</td>
<td>1.5</td>
<td>No. Paid Leave Credit Time must be used Oct 15th or be forfeited</td>
</tr>
<tr>
<td></td>
<td>HTT</td>
<td>Used for recording hours worked on a holiday.</td>
<td>1.0</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>All</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HS</td>
<td>If an employee works less than 8 hours on a holiday, the balance will be paid using this earnings code. This is the earnings code usually used for holidays leave pay.</td>
<td>1.0</td>
<td>Yes</td>
</tr>
</tbody>
</table>

For a full list of earnings codes go to [https://www.dfa.cornell.edu/payroll/supervisors/earnings/timecomplete](https://www.dfa.cornell.edu/payroll/supervisors/earnings/timecomplete)

### QUESTIONS AND RESOURCES

Kronos Questions?  Email: kronos@cornell.edu

Technical Questions?  Email: itservicedesk@cornell.edu

**University Policy 6.9 Time Away from Work**  www.dfa.cornell.edu/tools-library/policies/time-away-work

For questions about Cornell policies, contact Workforce Policy and Labor Relations at equalopportunity@cornell.edu