RECORDING TIME WORKED ON A HOLIDAY
KRONOS TIME-KEEPING SYSTEM

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Cornell University
University Payroll Office
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OVERVIEW AND HOLIDAY PAY OPTIONS

University Policy 6.9 Time Away from Work allows employees that work on a holiday to be paid at a rate of 2.5 times their hourly rate.

The policy allows three options of how this may be paid. It may be all pay or a combination of pay and holiday leave credit time to be used at a later date.

- Option 1: Pay Only (Pay @ 2.5 times the hourly rate with no holiday paid leave time).
- Option 2: Holiday Worked Paid Leave Credit at Straight Time. (Pay at 1.5 plus Paid Leave @ 1.0 for each hour worked.)
- Option 3: Holiday Worked Paid Leave Credit at Premium Time. (Pay at 1.0 plus Paid Leave @ 1.5 for each hour worked.)

Departments are allowed to limit their employees to a single option based on the business needs of the department.

The default for most employees is 1.5 times the hourly rate for time worked on the holiday and 1.0 paid leave credit time. If a pay option other than the employee’s default work rule is preferred, the work rule for that option must be reflected on the employee’s timecard for the holiday.

- In the Kronos time collection system, the employee enters IN/OUT time punches then uses the transfer function to change the work rule.
- Holiday work time, leave time, and earned paid leave credit time is calculated based on the transferred work rule.

Procedures for recording each of the holiday payment options in Kronos are detailed on the following pages.

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

OVERTIME

For most non-exempt employees at Cornell, overtime is paid on time paid over 40 hours per week.

When the 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 2.5 times the regular rate, for a total payment equal to 7.5 hours worked.

However, only the 3 hours of time worked is used towards overtime eligibility.

HOLIDAY WORKED PAID LEAVE CREDIT TIME

PAID LEAVE CREDIT TIME EARNED

At the department’s discretion, holiday worked paid leave credit time can be earned in lieu of pay for time worked on a holiday.

Holiday worked paid leave credit time earned and holiday time paid are displayed in Kronos on the Totals and Schedules tab at the bottom of the Kronos timecard as soon as time is entered on an approved university holiday. Employees will see the earnings code CTE if Holiday Worked Paid Leave Credit is at 1.0 and CTF if Holiday Worked Paid Leave Credit is at 1.5.
USING PAID LEAVE CREDIT TIME

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

Holiday Paid leave credit time hours will be paid at the regular rate of pay. Vacation and sick leave are accrued on paid leave credit hours.

**NOTE:** Holiday earned paid leave credit time must be used by the end of the fiscal year in which it is earned per University Policy 6.9 Time Away from Work. Unused Holiday Paid Leave Credit Time is forfeited.

TRACKING PAID LEAVE CREDIT TIME

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

**EMPLOYEES**

Paid leave credit time earned is displayed on the timecard Accruals tab, and on the employee’s Accrual Balances and Projections report.

**PAY REPS / SUPERVISORS**

View paid leave credit time balances on any of the Accrual genies.
PAY REP PROCEDURES

If your unit chooses a payment option for holiday worked time other than the employee’s default work rule, a temporary adjustment to the work rule will ensure a correct holiday pay calculation.

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

For descriptions of earnings codes used on paychecks and on the Totals Summary tab in Kronos, refer to Holiday Worked Earnings Codes in Kronos.

KRONOS EMPLOYEES

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

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

The employee, supervisor, or pay rep can apply a transfer.

Refer to the following Transfer of Work Rule Instructions for details.

- For Option 1 Pay Only (Pay @ 2.5 times the hourly rate with no holiday paid leave time) -- the work rule will end with “HW 1.5 – Hol” or Hol Wrk 2.5
- For 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”
- For 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 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.
HOLIDAY PAY PROCEDURES – KRONOS EMPLOYEES

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 work rule for 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 Transfer of Work Rule Instructions.

If you are unsure of your default holiday Work/Pay Rule or what holiday pay options are allowed in your 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
TRANSFER OF WORK RULE INSTRUCTIONS – KRONOS EMPLOYEES

When 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. Employees, supervisors or pay reps can all apply the transfer function to an employee’s timecard.

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 only see work rules specific to the department.

Work Rule Examples:

- ANSC UAW 8hr-30-Inc-HW 1.5 - Holiday (Option 1 – All Pay, No Paid Leave Credit Time)
- CUNU No-Day-HW 1.5 – Comp (Option 2 – Pay @ 1.5 + Paid Leave Credit Time at 1.0)
- CUNU No-Day-Hol Wrk 2.5 (Option 1 – All Pay, No Paid Leave Credit Time)
- 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 Transfer Select window at the bottom of the page, click the drop down menu for the Work Rule field.
5. Select holiday work rule* (for example: CUNU-No Day-HW 1.0-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.

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

Earnings Codes and Amounts for the Sample Timecard

- Holiday Leave (HSP) = 1.5 (balance remaining)
- 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)
## 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>Option 1</td>
<td>HWF</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>HWP</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>Option 2</td>
<td>CTE</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 June 30 or Oct 15th depending on your unit or be forfeited</td>
</tr>
<tr>
<td></td>
<td>HTH</td>
<td>Used for recording hours at 1.5 times the number of hours worked on the holiday. Used with HTP and CTE 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>HTP</td>
<td>Used together with CTE and HTH to pay the premium number of hours.</td>
<td>0.5</td>
<td>Yes</td>
</tr>
<tr>
<td>Option 3</td>
<td>CTF</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 by June 30 or Oct 15th depending on your unit or be forfeited</td>
</tr>
<tr>
<td></td>
<td>HHT</td>
<td>Used for recording hours worked on a holiday.</td>
<td>1.0</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### All

<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></td>
<td>HSP</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 more information about earnings codes refer to:
https://www.dfa.cornell.edu/payroll/supervisors/earnings/timecomplete

### QUESTIONS AND RESOURCES

- Kronos@cornell.edu
- itservicedesk@cornell.edu
- University Policy 6.9 Time Away from Work