



University of Connecticut

Holiday Time Entry: NP-2 (Maintenance and Service Unit) Employees

Overview Maintenance and Service Unit (NP-2) employees have unique holiday time reporting rules and are eligible to earn holiday time if they work on a scheduled holiday, or if a holiday falls on a day they are scheduled off work. NP-2 employees will use this job aid to report time on a holiday for non-premium holidays:

- Martin Luther King Day
- Washington’s Birthday
- Columbus Day
- Lincoln’s Birthday
- Good Friday
- Veteran’s Day

Note: Part time employees are entitled to a prorated amount of holiday time per their contracts.

Note: NP-2 employees are typically eligible to take and earn a maximum of 7.50 or 8.00 hours of holiday time each holiday. The examples in this job aid assume the employee’s maximum is 7.50 hours. Adjust your timesheet accordingly if your holiday maximum is 8.00 hours.

Note: Holiday eligibility is contingent upon paid time on one or the other side of the holiday.

The following time reporting codes (TRC) will be used when reporting time on a holiday for regular and temporary NP-2 employees:

TRC	Description
REGH	Temporary NP-2 employees who are ineligible for and work on a holiday will report REGH for hours worked on a holiday.
HOL	This is the regular holiday time reporting code. Employees will enter their scheduled hours on a holiday using the HOL time reporting code. Use this in conjunction with additional time reporting codes to earn holiday comp time.
HWCE	Holiday comp time earned for working on a holiday. If an employee works on a scheduled holiday, they will use this time reporting code (in conjunction with HOL) to earn comp time for holiday time worked.
HXCE	If a holiday falls on a day the employee is not scheduled to work (B day), they will use the holiday earned on off day time reporting code.
ULAW	Temporary NP-2 employees who are ineligible for and are scheduled to work on a holiday but do not work will report ULAW <u>unauthorized unpaid leave</u> for scheduled hours not worked.

Note: The Holiday Comp Time Used (HCU) time reporting code should not be used on a holiday.

The following scenarios are outlined in this job aid:

- Employee takes holiday off
- Employee works on holiday
- Holiday falls on off (B) day
- Employee work a half day on holiday
- Employee’s scheduled hours exceed the maximum holiday hours
- Temporary NP-2: Employee has worked less than 90 days, works on holiday
- Temporary NP-2: Employee has worked more than 90 days, works on holiday
- Temporary NP-2: Employee has worked less than 90 days and is scheduled to work on holiday but does not work

Employee takes the holiday off											TRC						
An employee typically works 7.50 hours a day every Monday through Friday. A holiday falls on a Monday and the employee is taking the day off.											HOL	7.50	REG	0.00			
From Friday 09/30/2016 to Thursday 10/13/2016 ?																	
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
+	-											7.50				7.50	HOL
+	-	7.50			7.50	7.50	7.50	7.50	7.50				7.50	7.50	7.50	67.50	REG

Employee works on a holiday											TRC						
An employee typically works 7.50 hours a day every Monday through Friday. A holiday falls on a Monday and the employee is working that day.											HOL	7.50	HWCE	7.50	REG	0.00	
From Friday 09/30/2016 to Thursday 10/13/2016 ?																	
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
+	-											7.50				7.50	HOL
+	-											7.50				7.50	HWCE
+	-	7.50			7.50	7.50	7.50	7.50	7.50				7.50	7.50	7.50	67.50	REG

Holiday falls on an off (B) day											TRC						
An employee typically works 7.50 hours a day every Tuesday through Saturday. A holiday falls on a Monday and the employee is <u>not</u> scheduled to work.											HXCE	7.50	REG	0.00			
From Friday 09/30/2016 to Thursday 10/13/2016 ?																	
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
+	-											7.50				7.50	HXCE
+	-	7.50			7.50	7.50	7.50	7.50	7.50				7.50	7.50	7.50	67.50	REG

Employee works for half the day on a holiday											TRC					
An employee typically works 7.50 hours a day every Monday through Friday. A holiday falls on a Monday and the employee works a half day (3.75 hours).											HOL	7.50	HWCE	3.75	REG	0.00

From Friday 09/30/2016 to Thursday 10/13/2016 ?																	
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
+	-											7.50				7.50	HOL
+	-											3.75				3.75	HWCE
+	-	7.50			7.50	7.50	7.50	7.50	7.50				7.50	7.50	7.50	67.50	REG

Employee's scheduled hours exceed the maximum holiday hours											TRC							
An employee typically works 7.50 hours a day every Monday through Friday. A holiday falls on a Monday and the employee works 2.00 hours of overtime on the holiday.											HOL	7.50	HWCE	7.50	OVT	2.00	REG	0.00

From Friday 09/30/2016 to Thursday 10/13/2016 ?																	
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
+	-											7.50				7.50	HOL
+	-											7.50				7.50	HWCE
+	-											2.00				2.00	OVT
+	-	7.50			7.50	7.50	7.50	7.50	7.50				7.50	7.50	7.50	67.50	REG

TEMPORARY NP-2 ONLY: Employee has worked less than 90 days and works on the holiday											TRC			
A temporary NP-2 employee was recently hired, and has worked less than 90 days. Therefore, the employee is not eligible for holiday time. The employee typically works 7.50 hours a day every Monday through Friday. A holiday falls on a Monday and the employee works the holiday.											REG	0.00	REGH	7.50

From Friday 09/30/2016 to Thursday 10/13/2016 ?																	
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
+	-	7.50			7.50	7.50	7.50	7.50	7.50				7.50	7.50	7.50	67.50	REG
+	-											7.50				7.50	REGH

TEMPORARY NP-2 ONLY: Employee has worked more than 90 days and works on the holiday	TRC					
<p>A temporary NP-2 employee has worked <u>more than 90 days</u>. The employee typically works 7.50 hours a day every Monday through Friday. A holiday falls on a Monday and the employee works the holiday.</p>	HOL	7.50	HWCE	7.50	REG	0.00

From Friday 09/30/2016 to Thursday 10/13/2016 ?																	
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
<input type="button" value="+"/>	<input type="button" value="-"/>											7.50				7.50	HOL
<input type="button" value="+"/>	<input type="button" value="-"/>											7.50				7.50	HWCE
<input type="button" value="+"/>	<input type="button" value="-"/>	7.50			7.50	7.50	7.50	7.50	7.50			7.50	7.50	7.50	7.50	67.50	REG

TEMPORARY NP-2 ONLY: Employee is scheduled to work on holiday but does not work	TRC			
<p>A temporary NP-2 employee was recently hired, and has worked <u>less than 90 days</u>. Therefore, the employee is not eligible for holiday time. The employee typically works 7.50 hours a day every Monday through Friday. A holiday falls on a Monday and the employee doesn't work the holiday.</p>	ULAW	8.00	REG	0.00

From Friday 09/30/2016 to Thursday 10/13/2016 ?																	
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
<input type="button" value="+"/>	<input type="button" value="-"/>	7.50			7.50	7.50	7.50	7.50	7.50			7.50	7.50	7.50	7.50	67.50	REG
<input type="button" value="+"/>	<input type="button" value="-"/>											7.50				7.50	ULAW