



# University of Connecticut

## Holiday Time Entry: NP-5 (Protective Services Unit) Employees

**Overview** Protective Services Unit (NP-5) 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-5 employees will use this job aid to report time on a holiday for non-premium holidays:

- New Year’s Day
- Martin Luther King Day
- Lincoln’s Birthday
- Washington’s Birthday
- Good Friday
- Memorial Day
- Juneteenth (6/19)
- Independence Day
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving Day

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

**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 NP-5 employees:

TRC	Description
REGH	If <b>temporary NP-5</b> employees have worked less than 90 days and are scheduled to work on a holiday, they are not eligible for holiday time. They will use the REGH time reporting code to report time worked.
HOL	This is the regular holiday time reporting code, with an 8.00 hour of holiday time maximum. Employees can enter their scheduled hours not worked on a holiday using the HOL time reporting code.
HPAP	Employees will use this reporting code (in conjunction with REGH) if they are scheduled to work on a holiday and they work the holiday, to earn holiday pay.
HWCE	Holiday comp time earned for working on a holiday if the employee has earned <u>less than 100 hours of holiday comp time</u> . If an employee works on a scheduled holiday, they will use this time reporting code (in conjunction with REGH and HPAP) to earn comp time for holiday time worked (up to 8.00 hours).
HCPN	Holiday comp time earned for working on a holiday if the employee has earned <u>more than 100 hours of holiday comp time</u> . If an employee works on a scheduled holiday, they will use this time reporting code (in conjunction with REGH and HPAP) to be paid out for the time earned (up to 8.00 hours).
HXCE	If employees have less than 100 hours of accrued holiday time and a holiday falls on their off (B) day, they will use this time reporting code.
HXP	If employees have over 100 hours of accrued holiday time and a holiday falls on their off (B) day, they will use this time reporting code.
ULHOL	If employees do not have paid time on one <u>or</u> the other side of a holiday and they are scheduled but do not work on the holiday, they will use this time reporting code.

**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 (and is scheduled to work 8.0 hours)
- Employee takes holiday off (and is scheduled to work 10.0 hours)
- Employee has accrued 98 holiday comp time hours, works on holiday
- Employee has accrued less than 100 holiday comp time hours, works on holiday
- Employee has accrued more than 100 holiday comp time hours, works on holiday
- Employee has accrued less than 100 holiday comp time hours, holiday falls on off (B) day
- Employee has accrued more than 100 holiday comp time hours, holiday falls on off (B) day

Employee takes the holiday off (scheduled 8.0 hours)	TRC			
An employee typically works 8.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee is taking the day off.	<b>HOL</b>	8.00	<b>REG</b>	0.00

  

From Friday 09/30/2016 to Thursday 10/13/2016																Total	Time Reporting Code
		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		
+ -												8.00				8.00	HOL
+ -		8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG

Employee takes the holiday off (scheduled 10.0 hours)	TRC					
An employee typically works 10.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee is taking the day off. Employee must use 2.00 hours of paid time off.	<b>HOL</b>	8.00	<b>REG</b>	0.00	<b>VAC</b>	2.00

  

From Friday 09/30/2016 to Thursday 10/13/2016																Total	Time Reporting Code
		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		
+ -												8.00				8.00	HOL
+ -		10.00			10.00	10.00	10.00	10.00	10.00				10.00	10.00	10.00	90.00	REG
+ -												2.00				2.00	VAC

Employee has 98 hours holiday comp time, and works on the holiday	TRC									
An employee typically works 8.00 hours a day every Monday through Friday. The employee has 98 hours of holiday comp time accrued. A holiday falls on a Monday and the employee works on that holiday.	<b>REGH</b>	8.00	<b>HPAP</b>	8.00	<b>HWCE</b>	2.00	<b>HCPN</b>	6.00	<b>REG</b>	0.00

  

From Friday 09/30/2016 to Thursday 10/13/2016																Total	Time Reporting Code
		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		
+ -												6.00				6.00	HCPN
+ -												8.00				8.00	HPAP
+ -												2.00				2.00	HWCE
+ -		8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	80.00	REG
+ -												8.00				8.00	REGH

**Employee has less than 100 hours holiday comp time, and works on the holiday** **TRC**

An employee typically works 8.00 hours a day every Monday through Friday. The employee has less than 100 hours of holiday comp time accrued. A holiday falls on a Monday and the employee must be paid for holiday time accrued.

<b>REGH</b>	8.00	<b>HPAP</b>	8.00	<b>HWCE</b>	8.00	<b>REG</b>	0.00
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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
+ -												8.00				8.00	REGH
+ -												8.00				8.00	HPAP
+ -												8.00				8.00	HWCE
+ -		8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG

**Employee has more than 100 hours holiday comp time, and works on the holiday** **TRC**

An employee typically works 8.00 hours a day every Monday through Friday. The employee has over 100 hours of holiday comp time accrued. A holiday falls on a Monday and the employee must be paid for holiday time accrued.

<b>REGH</b>	8.00	<b>HPAP</b>	8.00	<b>HCPN</b>	8.00	<b>REG</b>	0.00
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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
+ -												8.00				8.00	REGH
+ -												8.00				8.00	HPAP
+ -												8.00				8.00	HCPN
+ -		8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG

Employee has <u>less than 100</u> hours holiday comp time, <u>not</u> scheduled to work															TRC			
An employee typically works 8.00 hours a day every Tuesday through Saturday. The employee has less than 100 hours of holiday comp time accrued. A holiday falls on a Monday (their B day), and the employee must earn holiday comp time.															<b>HXCE</b>	8.00	<b>REG</b>	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="checkbox"/>	<input type="checkbox"/>											8.00				8.00	HXCE
<input type="checkbox"/>	<input type="checkbox"/>	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	80.00	REG

Employee has <u>more than 100</u> hours holiday comp time, <u>not</u> scheduled to work															TRC			
An employee typically works 8.00 hours a day every Tuesday through Saturday. The employee has over 100 hours of holiday comp time accrued. A holiday falls on a Monday (their B day), and the employee must be paid out earned holiday comp time.															<b>HXP</b>	8.00	<b>REG</b>	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="checkbox"/>	<input type="checkbox"/>											8.00				8.00	HXP
<input type="checkbox"/>	<input type="checkbox"/>	8.00	8.00			8.00	8.00	8.00	8.00	8.00		0.00	8.00	8.00	8.00	74.00	REG