Employee’s Regular Schedule Falls on Both Holidays – Employee Does Not Work

Scenario
• Employee’s regular schedule falls on both holidays and the employee does not work.

Process
1. Enter BU Paid Holiday (1012) code and scheduled hours in the Content (Hours) field for Thanksgiving Day (Thursday).

2. Enter BU Paid Holiday (1012) code and scheduled hours in the Content (Hours) field for the day after Thanksgiving (Friday).

3. Enter all other time for the week as you would normally.

Result
• Employee is paid for both Holidays and time worked.
Employee’s Regular Schedule Falls on Both Holidays — Employee Works Both Holidays

Scenario - Employee regular schedule falls on both holidays and the employee **works both holidays**.

**Process**

1. Enter the **Hours Worked (1000)** code and any hours worked for Thanksgiving Day (Thursday).

2. Insert a row and enter the **BU Paid Holiday (1012)** code and scheduled hours for Thanksgiving Day (Thursday) in the **Content (Hours)** field.

3. Enter the **Hours Worked (1000)** code and any hours worked for the day after Thanksgiving (Friday).

4. Insert a row and enter the **BU Paid Holiday (1012)** code and scheduled hours for the day after Thanksgiving Day (Friday) in the **Content (Hours)** field.

   *Optional:* Enter **01 Comp time** in the **OT comp. type** field for all holiday hours worked.

**Result**

- System recognizes Thursday and Fridays as holidays and they are paid at the one and one-half time rates.
Employee’s Regular Schedule Falls on Both Holidays – Employee Works One Holiday

**Scenario** - Employee’s regular schedule falls on both holidays and the employee works one of the holidays, Friday.

**Process**

1. Enter **BU Paid Holiday (1012)** code and scheduled hours in the **Content (Hours)** field for Thanksgiving Day (Thursday).

2. Enter the **Hours Worked (1000)** code and any hours worked for the day after Thanksgiving (Friday).

3. Enter **BU Paid Holiday (1012)** code and scheduled hours in the **Content (Hours)** field for the day after Thanksgiving (Friday) in the **Content (Hours)** field.

4. **Optional**: Enter **01 Comp time** in the **OT comp. type** field for all holiday hours worked.

**Result**

- System recognizes Friday as a holiday and it is paid at the one and one-half rate.
**Employee’s Regular Schedule Does Not Fall on the Holiday – Employee Does Not Work**

**Scenario** - Employee's regular schedule does not fall on the holiday and employee does not work.

**Process**

1. Make no entry for Thanksgiving Day (Thursday) in the timesheet.
2. Make no entry for the day after Thanksgiving (Friday) in the timesheet.

**Result**

- The system automatically credits L2324 employees with a floating holiday for both days.
Employee’s Regular Schedule Does Not Fall on the Holiday – Employee Works One Holiday

Scenario - Employee regular work schedule does not fall on the holidays but the employee works on the day after Thanksgiving (Friday).

Process

1. Make **no entry** for Thanksgiving Day (Thursday) in the timesheet.
2. Enter the **Hours Worked (1000)** code and any hours worked for the day after Thanksgiving (Friday).
3. **Optional**: Enter **01 Comp time** in the **OT comp. type** field for all holiday hours worked.

Result

- The system automatically credits L2324 employees with a **floating holiday** for Thanksgiving Day.
- The system automatically credits L2324 employees with a **floating holiday** for the day after Thanksgiving and the employee is paid at the one and one half rate for hours worked.