

Assigning High Holiday earn code when Union Employee works on a holiday

1. When your Union employee works a High Holiday –

Per the June 2016- May 1, 2018 Contract for Engineers: New Year's Day, Easter Sunday, Thanksgiving Day, Christmas Eve Day & Christmas Day

Per the June 2016 – May 1, 2018 Contract for Maintenance: New Year's Day, Easter Sunday, Thanksgiving Day, & Christmas Day –

If the day is the Macalester observed holiday, the time clock system will automatically enter a "Reg Paid Holiday" for the day. When your employee clocks in for the day, they will also have a segment for their Default job code - depending on their job. In order for the union employee to receive the negotiated High Holiday pay - if they worked the holiday, go to the Individual Hours, search for the employee, and find the holiday. Choose to edit the segment. Choose the segment with their **Default job code** and change it to *High Holiday Double OT*, then select **SAVE**.

On the timesheet you should see: Reg Paid Holiday and High Holiday (representing the time worked). This holiday entry will appear as a conflicting shift and is expected.

The screenshot displays the 'Edit Segment' window. On the left, there are several checkboxes: 'Individual is clocked in', 'Time sheet entry', 'Edit actual time', 'Missed in punch', and 'Missed out punch'. Below these are 'Custom' and 'Extra' buttons. The main area shows 'Segment Length: 8:30'. The 'Time in' field is set to 3/20/2017 at 05:00 AM, and the 'Time out' field is set to 3/20/2017 at 01:30 PM. The 'Break type' is set to '<< NONE >>'. The 'Job Code' dropdown is open, showing a list of options: '8000110 - Regular Paid Holiday (HOL)', '8000111 - High Holiday Double OT (HDT)' (which is highlighted), and '8000115 - Floating Paid Holiday (FHD)'. The 'Rate' is '13612 - Custodian - 1st Shift'. The 'Note' field contains '8000101 - Vacation Leave - Union (VA3)'. At the bottom, a status bar shows 'Wed 3/22/2017 09:00 AM'.

How it's calculated:

Changing the Default Job Code to High Holiday Earn code turns those hours into x2 plus the x1 for the Holiday equals x 3 for High Holidays.

4/11/2018