Kronos Holiday Entry

This guide will show you how to resolve common errors with we've noticed with Holiday entry. Note that some errors are bargaining unit specific and that will be mentioned via the red notes on each individual section.

1. Holiday Work Comp Earned Transfer
2. Entering Holiday on a Pass Day
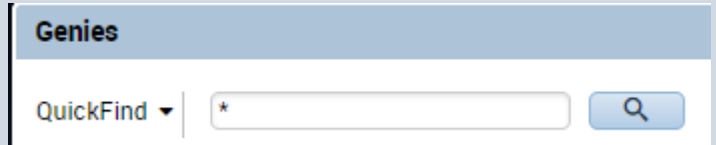3. Holiday Premium Additional Paid

Holiday Work Comp Earned Transfer

Purpose:

This job aid will help you enter a Holiday Worked Comp Earned on an employee's timesheet.

Note: This work around applies to BU 11, 11, 12, and 16. Even if this does not apply to your BU always use the totals section at the bottom to validate holidays are being paid correctly.
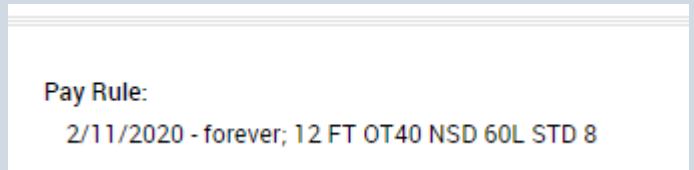
Steps	Screenshots
Use the QuickFind to select the employee that you want to edit.	**Genies** QuickFind ▼ | * | 🔍
Double click on the employee's name to open their timecard.	**Name** | **ID** Test, Employee 1 | 200031
Right click on the employee's name to see the pay rule assigned to them.	Pay Rule: 2/11/2020 - forever; 12 FT OT40 NSD 60L STD 8

If the employee works the holiday, enter in a transfer between their punches. Click on the **transfer cell**.

Mon 10/12 ⟳		Columbus Day	8.0		
	8:00AM-5:00PM			8:00AM		5:00PM

Steps	Screenshots

On the transfer drop down click on the **Search** button.	;DOC-DOC88000-DO0
	 ;;11 FT OT8 OT40 SD
	 ;///PG941///
	 ;///PG970///
	 ;///PG939///
	 Search...
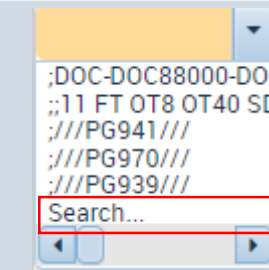
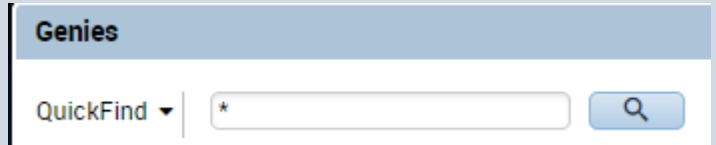| Steps	Screenshots

In the Work Rule tab, type in Comp, and find the holiday comp rule that matches the employee's pay rule.
 	
This is matched by Bargaining Unit, FT/PT, Shift Diff Eligibility, and Standard Hours.
	Transfer
	
	Name Maldonado, Vanessa
	Job
	Labor Account
	Work Rule Holiday Comp Earned
	
	Job Transfer Labor Account Work Rule
	
	Add Work Rule Clear All
	
	comp
	   12 FT OT80 SDE3 DCF HOL COMP
	   12 FT OT80 SDE DCF HOLIDAY COMP
	   16 FT OT40 NSD STD 8 HOL COMP
	   back10 PT HOL COMP OT8OT40 SDE3
	   Hol Comp Earned on Pass Dy 7.5HR
	   Hol Comp Earned on Pass Dy 7HR
	   Hol Comp Earned on Pass Dy 8HR
	   Holiday Comp Earned
	   T-D Hol Worked - Comp. Earned
	   T-D Hol Worked - Comp. Earned 05

After adding the correct work rule transfer, the timecard will look as shown below. **Note: Holiday should not be subtracted** 	Mon 10/12		Columbus Day	8.0			
	8:00AM-5:00PM			8:00AM	...liday Comp Earned	5:00PM		
Click on the icon **here**.	
Switch the totals section to a **Daily** view.	**Totals** Accruals Audits Historical Corrections Daily ▼ Pay Code ▼
Click on the date of the holiday, validate that the pay shown here is correct. Note: Always validate that Holiday is being paid correctly using the totals section.	**Totals** Accruals Audits Historical Corrections Daily ▼ Pay Code ▼ 	Pay Code	Amount ▲
Holiday	8.0
Holiday Worked - Comp. Earned	8.0	

Holiday on a Pass Day

Purpose:
This job aid will help you enter time for a Holiday on a Pass Day whether it is holiday paid or comped.

Steps	Screenshots
Use the QuickFind to select the employee that you want to edit.	**Genies** QuickFind ▼ | * 🔍
Double click on the employee's name to open their timecard.	**Name** / **ID** Test, Employee 1 200031

The employee timecard will look as follows when they are receiving the holiday. In order to add time on a pass day click on the ' **+** ' icon to add a new row.

+ ✕ ≣ Fri 7/03 🔄		Independence Day	8:00		
+ ✕	8:00AM-4:30PM				

Steps	Screenshots
In order to add holiday paid or comped on a pass day first remove the existing holiday. Add in the pay code **Holiday** subtracting the holiday amount given.	Columbus Day 8.0 Holiday -8.0 8:00AM-5:00PM
Click on the ' **+** ' icon again to add another row.	**+** ✕ Mon 10/12 🔄 **+** ✕

Steps	Screenshots
There are four pay codes that you can enter depending on whether the holiday is premium and if the employee is getting pay or comp. They are listed here below. Select the one you would like to enter and enter it as a pay code. 1. Holiday Prem Comp Earn Pass Dy 2. Holiday Prem Paid on Pass Day 3. Holiday Comp Earned on Pass Day 4. Holiday Paid on Pass Day	<table><tr><td>Mon 10/12 ⊘</td><td></td><td>Columbus Day</td><td>8.0</td></tr><tr><td></td><td></td><td>Holiday</td><td>-8.0</td></tr><tr><td></td><td></td><td>Holiday Paid on ...</td><td>8.0</td></tr></table>
In order to validate that the day is being paid correctly, click on the icon **here**.	
Switch the totals section to a **Daily** view.	**Totals** Accruals Audits Historical Corrections Daily ▼ Pay Code ▼
Click on the date of the holiday, validate that the pay shown here is correct.	**Totals** Accruals Audits Historical Corrections Daily ▼ Pay Code ▼ | Pay Code	Amount
Holiday Paid on Pass Day	8.0	
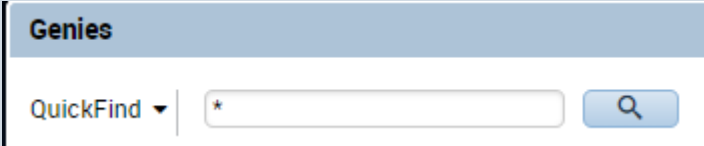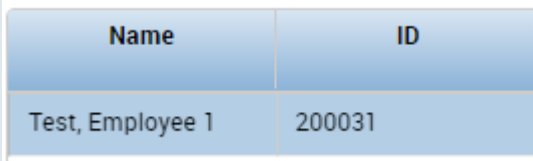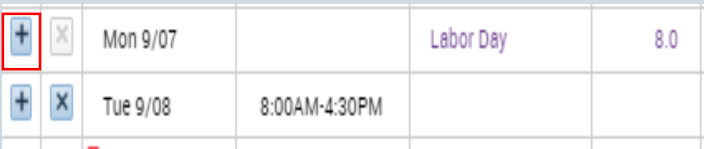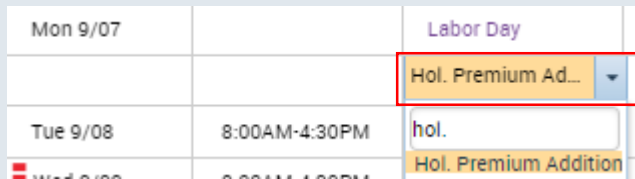
Holiday Premium Additional Paid

Purpose:
This job aid will help you enter HPAP time for a holiday.

Steps	Screenshots
Use the QuickFind to select the employee that you want to edit.	**Genies** — QuickFind ▼ `*` 🔍
Double click on the employee's name to open their timecard.	**Name / ID** — Test, Employee 1 200031
On the day where the employee receives the holiday click the ' + ' icon to add a new row.	+ ✕ Mon 9/07 Labor Day 8.0 + ✕ Tue 9/08 8:00AM-4:30PM
Click on the pay code cell on the new row, and enter in the pay code below: Hol. Premium Additional Paid	Mon 9/07 Labor Day Hol. Premium Ad... ▼ Tue 9/08 8:00AM-4:30PM hol. Hol. Premium Addition
In the Amount column, **the number of hours is half** -- if worked 8 hours then the hours will be 4 hours HPAP in Kronos	**Date / Schedule / Pay Code / Amount** Mon 9/07 Hol. Premium A... 4.0 Labor Day 8.0