1. **Scenario (both Premium and non- Premium holidays):**

**Employee is not expected to work on the holiday; it is part of the employee's weekly standard hours. Paper timesheet= 8 hours HOL**

*The holiday credit will pay the Holiday.*

Kronos timecard will look like:

Good Friday -OR- Memorial Day 8

1. **Scenario (both Premium and non- Premium holidays):**

**Employee is not scheduled to work, doesn’t work. Paper timesheet= 8 hours of HXP -OR- HXCE**

*Employee will put in a request for* ***'Holiday Paid on Pass Day'*** *or* ***'* *Holiday Comp Earned on Pass Day'*.**

*The holiday credit will need to be cleared out by entering in a negative holiday. If the employee did not put in a request, but you know their preference- You will add either Holiday Paid on Pass Day (HXP) or* Holiday Comp Earned on Pass *(HXCE) depending on what the employee chooses.*

Kronos timecard will look like:

Good Friday -OR- Memorial Day 8

Holiday -8

Holiday Paid on Pass Day 8

-OR-

Holiday Comp Earned on Pass Dy 8

1. **Scenario (non- Premium holidays only):**

**Employee is scheduled on a non-premium holiday and works. They want to be paid for the holiday. Paper timesheet= 8 hours of HWPY and 8 hours of HOL**

*The holiday credit will pay the Holiday. Employee will clock in/ out as usual. The system should generate the correct pay for HWPY based on the employee's punches; confirm this in drawer>'Totals' tab.*

Kronos timecard will look like:

Good Friday 8

Holiday Worked - Paid for Hol 8

1. **Scenario (non- Premium holidays only):**

**Employee is scheduled on a non-premium holiday and works. They want to comp the holiday. Paper timesheet= 8 hours HWCE and 8 hours of HOL**

*The holiday credit will pay the Holiday. Employee will clock in/ out as usual. The system will automatically generate pay for HWPY based on the employee's punches.*

*Employee will put in a request for* ***'* Work on Holiday-CT*'****- this is an informational code that does not pay. This will let you know that the employee wants to comp the holiday. If they do not put this in, you can assume they want the holiday paid.*

*You must enter in the appropriate work rule between the employee's punches to change this to HWCE. Confirm this in drawer>'Totals' tab.*

Kronos timecard will look like:

Good Friday 8

Holiday Worked - Comp. Earned 8

Work on Holiday-CT 8 (will not pay)

1. **Scenario (Premium holidays only):**

**Employee is scheduled on a premium holiday and works. They want to be paid for the holiday. Paper timesheet= 8 hours of HPWP and 8 hours of HOL**

*The holiday credit will pay the Holiday. Employee will clock in/ out as usual. The system should generate the correct pay for HPWP based on the employee's punches; confirm this in drawer>'Totals' tab.*

Kronos timecard will look like:

Memorial Day 8

Hol.Prem. Worked - Paid 8

1. **Scenario (Premium holidays only):**

**Employee is scheduled on a premium holiday and works. They want to comp the holiday. Paper timesheet= 8 hours HPWC and 8 hours of HOL**

*The holiday credit will pay the Holiday. Employee will clock in/ out as usual. The system will automatically generate pay for HPWP based on the employee's punches.*

*Employee will put in a request for* ***'* Work on Holiday-CT*'****- this is an informational code that does not pay. This will let you know that the employee wants to comp the holiday. If they do not put this in, you can assume they want the holiday paid.*

*You must enter in the appropriate work rule between the employee's punches to change this to HPWC. Confirm this in drawer>'Totals' tab.*

Kronos timecard will look like:

Memorial Day 8

Hol.Prem. Worked - Comp Earned 8

Work on Holiday-CT 8 (will not pay)

1. **Scenario (both Prem and non Prem holidays):**

**Employee is scheduled, but would like to take the day off. Paper timesheet= 8 hours of HOL**

*Employee will put in a request for '****Holiday RDO****' (requested day off)- this is an informational code that does not pay.*

Kronos timecard will look like:

Memorial Day 8

Holiday RDO 8 (will not pay)

1. **Scenario (both Prem and non Prem holidays):**

**Employee is scheduled on the holiday and calls out sick. Paper timesheet= 8 hours HS**

*Employee will put in a request for* ***'* Holiday Taken on Holiday Sick*'****. Holiday credit will need to be cleared out by entering in a negative holiday.*

Kronos timecard will look like:

Good Friday -OR- Memorial Day 8

Holiday -8

Holiday Taken On Holiday Sick 8

1. **Scenario (both Prem and non Prem holidays):**

**Employee is not scheduled to work, but does work. Paper timesheet= 8 hours of HXP -OR- HXCE and OVT (for hours worked)**

*Employee will clock in/ out as usual. The system should generate the correct pay for OVT based on the employee's punches; confirm this in drawer>'Totals' tab.*

*Employee will put in a request for* ***'Holiday Paid on Pass Day'*** *or* ***'* *Holiday Comp Earned on Pass Day'*.**

*The holiday credit will need to be cleared out by entering in a negative holiday. If the employee did not put in a request, but you know their preference- You will add either Holiday Paid on Pass Day (HXP) or* Holiday Comp Earned on Pass *(HXCE) depending on what the employee chooses.*

Kronos timecard will look like:

Good Friday -OR- Memorial Day 8

Holiday -8

Holiday Paid on Pass Day 8

-OR-

Holiday Comp Earned on Pass Dy 8

Overtime (at applicable rate) 8