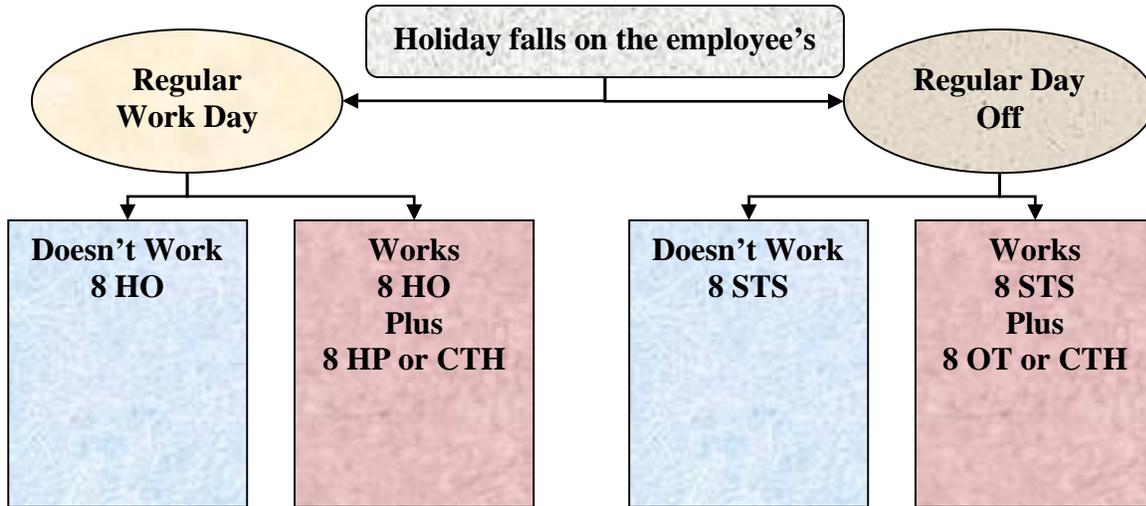


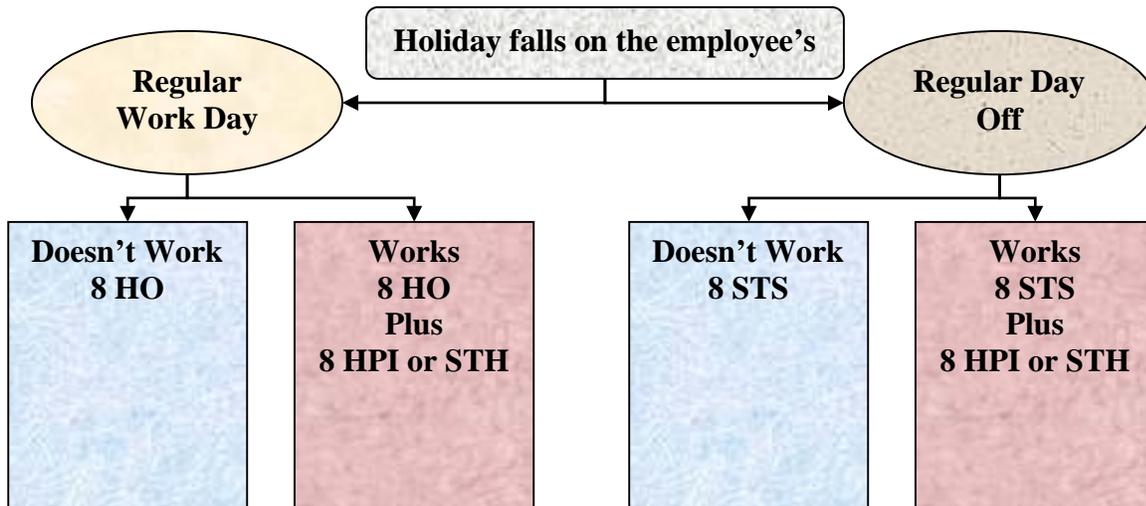
DAS- OSPS Holiday Coding

Determining Holiday Coding for a 5 day /8 hour per day work schedule

FLSA Non-Exempt (Typically Overtime Eligible, refer to Position Description)



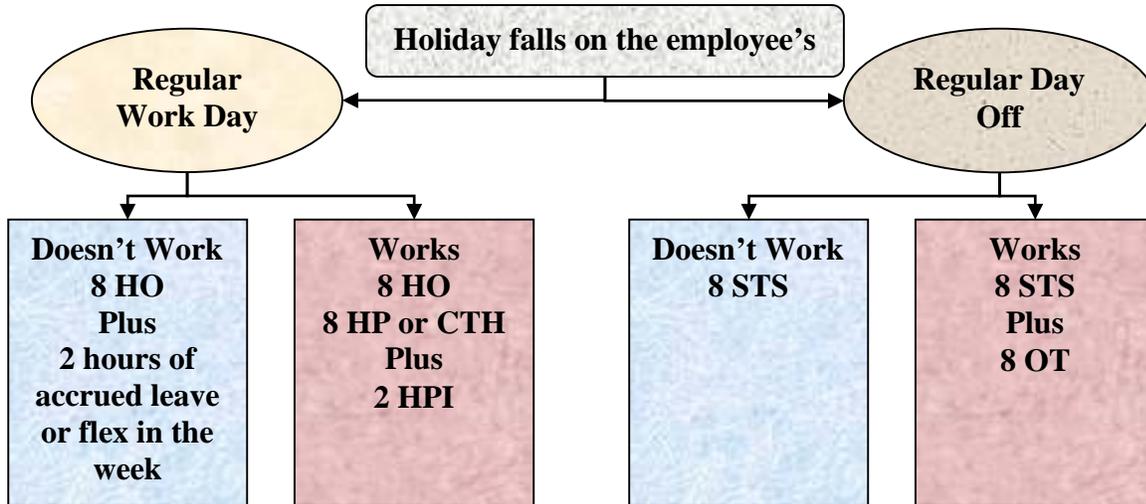
FLSA Exempt (Typically not Eligible for Over Time, refer to Position Description)



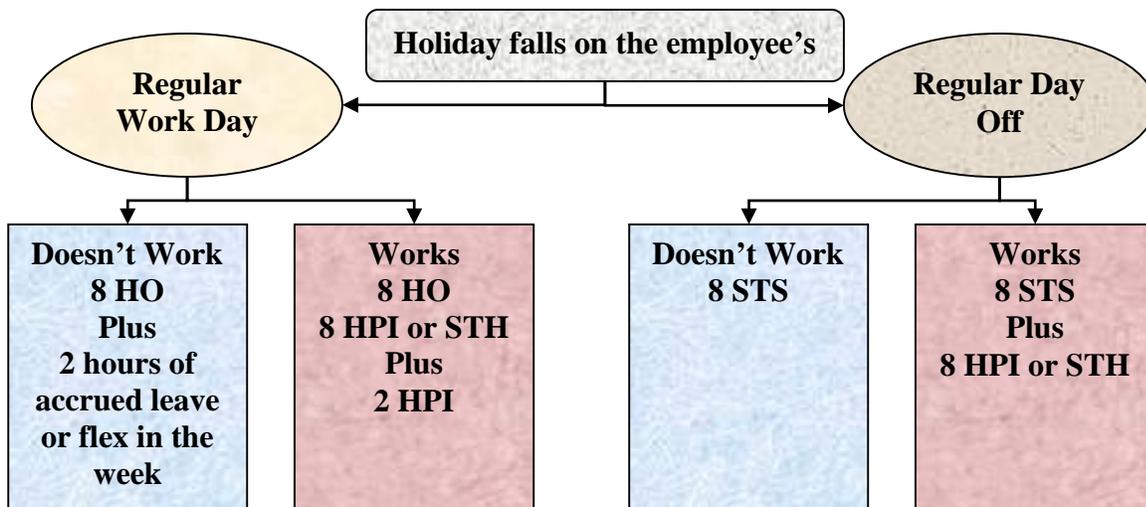
DAS- OSPS Holiday Coding

Determining Holiday Coding for a 4 day /10 hour per day work schedule

FLSA Non-Exempt (Typically Overtime Eligible, refer to Position Description)



FLSA Exempt (Typically not Eligible for Over Time, refer to Position Description)



DAS- OSPS Holiday Coding

Work Week examples for Holiday Coding on a 5 day / 8 hour per day work schedule

FLSA Non-Exempt (Typically Overtime Eligible, refer to Position Description)

Regular Work Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Does not work		8 HO	8 RG	8 RG	8 RG	8 RG	
Works		8 HO + 8 HP or CTH	8 RG	8RG	8 RG	8 RG	

Regular Day Off	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Does not work		8 STS	8 RG	8 RG	8 RG	8 RG	8 RG
Works		8 STS + 8 OT or CTH	8 RG	8RG	8 RG	8 RG	8 RG

Please note that hours worked over 8 on a holiday would be coded as overtime (or CTH) for FLSA Non-Exempt Employees.

FLSA Exempt (Typically not Eligible for Over Time, refer to Position Description)

Regular Work Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Does not work		8 HO	8 RG	8 RG	8 RG	8 RG	
Works		8 HO + 8 HPI or STH	8 RG	8RG	8 RG	8 RG	

Regular Day Off	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Does not work		8 STS	8 RG	8 RG	8 RG	8 RG	8 RG
Works		8 STS + 8 HPI or STH	8 RG	8RG	8 RG	8 RG	8 RG

Please note that hours worked over 8 on a holiday would be coded as HPI (or STH) for FLSA Exempt Employees.

Pay / Leave Codes	
HO = Holiday Leave (1.0)	HP = Holiday Premium Pay (1.5)
STH = Holiday Leave Time Accrual (1.5)	STS = Holiday Straight Leave Accrual (1.0)
CTH = Holiday Comp Time Accrual (1.5)	OT = Overtime Pay (1.5)
HPI = Holiday Premium Pay (1.5)	

DAS- OSPS Holiday Coding

Work Week examples for Holiday Coding on a 4 day /10 hour per day work schedule

FLSA Non-Exempt (Typically Overtime Eligible, refer to Position Description)

Regular Work Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Does not work-paid leave		8 HO 2 VA, PB or CTL	10 RG	10 RG	10 RG		
Does not work-flex time		8 HO	8 RG	8 RG	8 RG	8 RG	
Works		8 HO + 8 HP or CTH + 2 HPI	10 RG	10 RG	10 RG		

Regular Day Off	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Does not work		8 STS	10 RG	10 RG	10 RG	10 RG	
Does not work-flex workweek		8 HO	8 RG	8 RG	8 RG	8 RG	
Works		8 STS + 8 OT or 8 CTH + 2 CTH or OT	10 RG	10 RG	10 RG	10 RG	

FLSA Exempt (Typically not Eligible for Over Time, refer to Position Description)

Regular Work Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Does not work-paid leave		8 HO 2 VA	10 RG	10 RG	10 RG		
Does not work-flex workweek time		8 HO	8 RG	8 RG	8 RG	8 RG	
Works		8 HO + 8 HPI or 8 STH + 2 HPI	10 RG	10 RG	10 RG		

Regular Day Off	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Does not work		8 STS	10 RG	10 RG	10 RG	10 RG	
Does not work-flex time		8 HO	8 RG	8 RG	8 RG	8 RG	
Works		8 STS + 8 HPI or 8 STH + 2 HPI or STH	10 RG	10 RG	10 RG	10 RG	

Pay / Leave Codes

HO = Holiday Leave	HP = Holiday Premium Pay (1.5)
STH = Holiday Leave Time Accrual (1.5)	STS = Holiday Straight Leave Accrual (1.0)
CTH = Holiday Comp Time Accrual (1.5)	OT = Overtime Pay (1.5)
HPI = Holiday Premium Pay (1.5)	

DAS- OSPS Holiday Coding

To determine FLSA Exempt (not OT eligible) vs. Non-Exempt (OT eligible) status you can check on eTime under the Employee Data section, FLSA field.

The screenshot shows the Oregon eTime interface for June 30, 2015. The main area displays a calendar for June 2015 with a grid of dates and pay codes. The Employee Data table on the right is expanded, showing the following information:

Employee Data	
Concurrent Job #	1
Crew #	1869
Position #	0156005
Work Schedule	AA7
Basis	Salaried
Overtime Eligible	No
FLSA	Exempt
Holiday	O
Benefit Package	XX
Appointment Type	Permanent
Last Update	06/30/2015

A yellow arrow points to the 'Exempt' value in the FLSA field.

The screenshot shows the Oregon eTime interface for June 1, 2015. The main area displays a calendar for June 2015 with a grid of dates and pay codes. The Employee Data table on the right is expanded, showing the following information:

Employee Data	
Concurrent Job #	1
Crew #	1866
Position #	0102111
Work Schedule	AA7
Basis	Salaried
Overtime Eligible	Yes
FLSA	Not exempt
Holiday	O
Benefit Package	CO
Appointment Type	Permanent
Last Update	06/23/2015

A yellow arrow points to the 'Not exempt' value in the FLSA field.