Coding a holiday week with an alternate schedule in eTime for less than full time employees

An alternate schedule for an employee working less than full time is anything other than a Monday-Friday with the same number of hours per day. Regardless of your daily work schedule, part time employees will receive pro-rated holiday hours based on the percentage of hours worked in the month.

For an employee who works a 32 hour work week (80% of full time) the holiday will be pro-rated to be 6.4 hours of HO. If the regular schedule has more than 6.4 hours on the holiday, eTime will populate the additional hours as RG.

Regular Work Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hours
Regular Schedule		4	8	8	8	8		32 Hrs
How eTime will reflect the schedule		4 RG	8 RG	8 RG	8 RG	6.4 HO 1.6 RG		32 Hrs

For an employee who works a 20 hour work week (50% of full time) the holiday will be pro-rated to be 4 hours of HO. If the regular schedule has more than 4 hours on the holiday, eTime will populate the additional hours as RG.

Regular Work Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hours
Regular Schedule			5	5	5	5		20 Hrs
How eTime will reflect the schedule			5 RG	5 RG	5 RG	4 HO 1 RG		20 Hrs

In the above examples, the employee must do one of the following:
- The employee may take paid leave to equal the number of scheduled hours on the holiday by changing the RG to paid leave
- The employee may adjust their work week and work the additional hours elsewhere in the week and remove the additional RG hours on the holiday.

Regular Work Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hours
Regular Schedule		4	8	8	8	8		32 Hrs
Takes paid leave on holiday		4 RG	8 RG	8 RG	8 RG	6.4 HO 1.6 VA		32 Hrs
Flexes time in the week		5.6 RG	8 RG	8 RG	4 RG	6.4 HO		32 Hrs

Regular Work Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hours
Regular Schedule			5	5	5	5		20 Hrs
Takes paid leave on holiday			5 RG	5 RG	5 RG	4 HO 1 VA		20 Hrs
Flexes time in the week			6 RG	5 RG	5 RG	4 HO		20 Hrs

Contact your payroll office for assistance in recording holiday premium codes for hours worked on a holidays or for other scenarios not outlined in this handout.

http://www.oregon.gov/das/Financial/Payroll/Pages/epaymain.aspx

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