Instructions for Calculating Biweekly (BW) Employee Hours of Holiday Pay Earned

1. Using a preferred search method in Kronos (e.g. Employee Roster/Quickfind, Pay Period Close, etc), select a **Range of Dates** that spans for:
   a. **Non-Represented, CX, DX, EX, SX and K8 Employees:**
      i. the biweekly pay period in which the holiday falls plus the biweekly pay period that immediately precedes it; then click Find.
   b. **HX, NX, RX and TX Employees:**
      i. the two previous biweekly pay periods immediately preceding the biweekly pay period in which the holiday falls; then click Find.
   c. **Please Note:** Two biweekly pay periods represent 160.00 total regular hours available for work.

2. Count the total number of holidays which occurred during the selected range of dates; locate the related column in the table below and determine the Hours of Holiday Pay Earned by charting each employee’s hours worked during that range of dates in the appropriate column of the table below.

### BIWEEKLY HOLIDAY PAY EARNINGS TABLE

<table>
<thead>
<tr>
<th>Hours on Pay Status in Two (2) Biweekly Pay Periods (160 Hours)*</th>
<th>Hours of Holiday Pay Earned**</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Holidays 120 Hours</td>
<td>4 Holidays 128 Hours</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>5 Holidays 120 Hours</td>
<td>4 Holidays 128 Hours</td>
</tr>
<tr>
<td>0 - 59</td>
<td>0 - 63</td>
</tr>
<tr>
<td>60 - 67</td>
<td>64 - 72</td>
</tr>
<tr>
<td>68 - 82</td>
<td>73 - 87</td>
</tr>
<tr>
<td>83 - 96</td>
<td>88 - 102</td>
</tr>
<tr>
<td>97 - 112</td>
<td>103 - 119</td>
</tr>
<tr>
<td>113 - 120</td>
<td>120 - 128</td>
</tr>
</tbody>
</table>

* Paid hours, excluding holiday hours.

** When more than one holiday occurs in a pay period, multiply the Hours of Holiday Pay Earned by the number of holidays for which the employee is eligible in the pay period to determine the total holiday hours with pay.

Instructions for Inputting BW Employee Hours of Holiday Pay Earned (and Adjustments to Holiday Pay Earned)

1. Employees will have their holidays automatically display on their timecard.
2. Each Holiday will appear on the timecard in purple.
3. If the employee is on less than 100% appointment, then the Holiday will need to be manually reduced.
   a. Insert a second line under the holiday.
   b. Select the **Holiday** pay code.
   c. Input in the hours to be deducted as a negative number (e.g. -4.0 Holiday).
   d. Click Save.

4. **To Edit Multiple Employees’ Hours of Holiday Pay Earned:**
   a. Highlight employees within **Pay Period Close** widget; Select **Amount>Add**.
   b. Select Holiday and Amount.
   c. Click OK.
   d. Access **Group Edit Results** widget to validate edits.
Addendum:

**Update Concerning Holiday Pay for Part-time Biweekly Paid Employees**

Monday, April 14 2014

TO: Business Officers and PPS Preparers/Reviewers

From: Amy Arnold, Senior Human Resources Analyst

RE: Update Concerning Holiday Pay for Part-time Biweekly Paid Employees

Human Resources last issued guidance concerning holiday pay for part-time biweekly paid employees in April 2013. (See April 19, 2013 memo from HR to PPS Listserv.) Based on recent changes in contract language, Human Resources is updating the information previously shared in April 2013.

Holiday eligibility and the amount of holiday pay for biweekly paid employees are based on hours on pay status in biweekly cycles. In general, policy and contract language stipulates that a part-time employee must be on pay status at least 50% of the hours in the month or quadriweekly cycle (excluding holiday hours) to earn holiday pay.

For CX, DX, EX, SX, K8, and non-represented staff, a quadriweekly cycle is defined as the **biweekly pay period in which the holiday falls plus the biweekly pay period that immediately precedes it**. (The DX bargaining unit has been included in this group.)

For HX, NX, RX, PA, and TX staff, a quadriweekly cycle is defined as the **two pay periods immediately preceding the biweekly pay period in which the holiday occurs**. (The RX and TX bargaining units have been included in this group based on the newly ratified RX and TX contract language concerning Holidays.)

The Biweekly Holiday Pay Earnings Table is a helpful tool to determine eligibility and the amount of holiday pay earned for part-time biweekly paid employees. It is located under Useful Links at [http://www.hr.ucsb.edu/current-employees/managing-my-time-attendance](http://www.hr.ucsb.edu/current-employees/managing-my-time-attendance).

Please forward this message to the appropriate PPS contact for your department if it is not you. If you have questions concerning this guidance please contact me at extension 4068.

**Mail List:**

PPS-L