Manual Holiday Calculation Information for Student & Limited Employees

Eligibility: Students and limiteds who work 50% time or more during a qualifying 4 week period are entitled to holiday pay. The students and limited staff who are not automatically granted holiday pay with a Kronos pay rule (pay rule has HOL-0) should be checked for eligibility and the need to add manual holiday entry each holiday.

For students (non-represented), holiday pay is based on the hours worked in the 2 pay periods prior to the pay period where the holiday falls. The qualifying period can vary by union/policy. Please see: https://www.hr.ucsb.edu/memos/2023/revised-2023-holiday-pay-eligibility-and-general-curtailment-information-staff-employees

Qualifying Hours. Must be on pay status at least 50% of the qualifying period excluding <u>holiday hours and overtime</u>.   Hours worked and leave taken count toward the qualifying hours. Tip: If you see that the employee is earning sick time (also based on working 50% time or more) - they may qualify for holiday pay.

How to review qualifying hours in Kronos: Pull the "*All BW with 0 Holiday Allocation*" query and choose the 4 week date range for eligibility. For students, this is the 2 pay periods prior to the pay period with the holiday.   Review hours and compare with the "Bi-weeklly Holiday Pay table" to determine hours of holiday owed.

Look for holidays in the qualifying period. Paid holiday hours can't be included as eligible hours, but the hours on pay status required for eligibility is reduced when there are holidays in that qualifying period. If the employee has multiple jobs - the total hours worked determine eligibility. If there are multiple holidays in a pay period - the employee receives the same amount per holiday.

How to apply: Navigate to the timecard and find the holiday date. Add a line and add the "Holiday" pay code and the corresponding hours earned. Holiday can also be added in bulk from the pay period close screen. These actions can only be done by timekeepers and payroll managers. Please see: How to Adjust Holiday Hours in Kronos

Whole Hour increments: Holiday can only be applied in whole hour increments. If there is a need to split the holiday for an employee with multiple jobs, holiday can be divided down to the quarter hour.

How to split for shared students: When shared employees qualify for holiday pay, the holiday should be split between departments based on the qualifying hours worked. Although the total holiday allotment must be in whole hour increments, it can be split down to the quarter hour between jobs. A method to split holiday pay is to divide the qualifying hours by the hours of holiday to determine how many hours equal one hour of holiday.

Example: a student works 80 hours in the qualifying period and qualifies for 4 hours of holiday.   80/4 = 20.   They earn 1 hour of holiday for every 20 hours worked. But they worked 50 hours for Department #1 and 30 hours for Department #2. That means Department #1 pays for 2.5 hours of holiday (50 divided by 20) and Department #2 pays for 1.5 hours of holiday (30 divided by 20).

Best Practices:

- Review and apply holiday pay rules as soon as possible after the qualifying period ends - but wait until previous pay period timecards are completed and approved. Note - for SX employees this is always just before the Tuesday upload - so plan ahead to time that right.
- Check UCPath to make sure jobs are active to avoid payroll errors.
- Reach out to the other department if a shared employee qualifies for holiday pay to discuss how to apply in Kronos.   If you cannot reach the other department(s) you can split and apply to the different positions - but add a note to the holiday entries with the reasoning and your contact information.   Example of note: Split holiday time earned btw departments based on qualifying hours worked in 2 previous pay periods. Please contact Camille Locklear w/ questions - Ext 4014
- Be sure to look at all Home and Transferred queries when determining qualifying hours for holiday pay to ensure shared students with home dept codes outside of your area are not missed.

BIWEEKLY HOLIDAY PAY EARNINGS TABLE

HOURS ON PAY STATUS IN TWO (2) BIWEEKLY PAY PERIODS (160 HOURS)*						
5 Holidays 120 Hours	**4 Holidays 128 Hours**	**3 Holidays 136 Hours**	**2 Holidays 144 Hours**	**1 Holiday 152 Hours**	**No Holidays 160 Hours**	**Hours of Holiday Pay Earned****
0 - 59	0 - 63	0 - 67	0 - 71	0 - 75	0-79	0
60 - 67	64 - 72	68 - 76	72 - 81	76 - 85	80-90	4
68 - 82	73 - 87	77 - 93	82 - 99	86 - 104	91-109	5
83 - 96	88 - 103	94 - 109	100 - 117	105 - 123	110-129	6
97 - 112	104 - 119	110 - 127	118 - 135	124 - 142	130 - 149	7
113 - 120	120 - 128	128 - 136	136 - 144	143 - 152	150 - 160	8

* Paid hours, **excluding** holiday

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