

TM-17 Managing Holidays in the Integrated HR-Payroll System

Purpose

The purpose of this job aid is to explain how to manage holidays in the Integrated HR/Payroll System.

Positive Time Employees on Schedules Other Than 5x8

The key to entering holidays in the Integrated HR/Payroll System is whether the day is a scheduled work day for the employee. The employee may reflect holiday leave up to eight hours on the holiday itself or another day if approved. Each holiday entitlement is eight hours. Positive Time employees must record all their time, including work time and leave time. Negative Time employees are not required to make an entry on a holiday UNLESS he or she worked on the holiday. On a state holiday, a Positive Time employee must take one of the following actions:

- Record Time Worked (9500)
- Record Holiday Leave (9300) on that day (if it is a scheduled work day)
- Record Holiday Leave (9300) on some other scheduled work day

When hours of Time Worked (9500) are reported on a holiday that falls on a scheduled workday, the number of hours of Holiday Leave (9300) reported that day should be reduced by an equal amount, up to eight hours. Time Worked reported on a holiday results in an equal number of hours of Holiday Leave, up to eight, being moved from the Holiday Leave quota to the Holiday Comp Time quota. Please review the time entry overview guide to gain a better understanding of absence and attendance type codes.

Below are some examples of how employees with flex schedules would enter Holiday Leave (9300) and Time Worked (9500) during a week in which a state holiday occurs.

4 x 9 + 4 Employees with a Monday Holiday

Option 1: Take Holiday Leave on the Holiday (Monday) and then work an extra hour somewhere in the week.

Option 2: Take Holiday Leave on the Holiday (Monday) and take one hour of Approved Leave to compensate for the full 9 hours

4 x 9 +4 Employees with a Friday Holiday

Some agencies may allow employees to work eight-hour days in a week with a holiday. The timesheet should reflect 8 hours of work and an hour of Holiday Leave on each of the nine-hour days, and then four hours of Holiday Leave on Friday.

The employee cannot enter a full eight hours of Holiday Leave on Friday. The leave entry on that day is limited to the hours the employee was scheduled to work.

4 x 10 Employees with a Monday Holiday

Option 1: Take Holiday Leave on the Holiday (Monday) and then work extra hours in the week:

Image

Time Sheet: Data Entry View



Data Entry Period

08/31/2025 - 09/06/2025



Data Entry Area

	LT	Pers.No.	Name	A/AT...	Pr...	Total	SU 08/31	MO 09/01	TU 09/02	WE 09/03	TH 09/04	FR 09/05	SA 09/06	
		80000469	Rita Henry20			40	0	10	10	10	10	0	0	
		80000469	Rita Henry20			0	0	0	0	0	0	0	0	
		80000469	Rita Henry20	9300				8						
		80000469	Rita Henry20	9500					11	11	10			

Data entry view

Release view

Variable view

Entry 1 of 4



Option 2: Take Holiday Leave on the Holiday (Monday) and record Approved Leave for the two more hours:

Image

Time Sheet: Data Entry View

Menu [Dropdown] [Icons: Save, Undo, Redo, Delete, Print, Copy, Paste, Find, etc.]

Data Entry Period: 08/31/2025 - 09/06/2025  

08/31/2025

09/06/2025

Data Entry Area

[illegible]

 Data entry view

 Release view

 Variable view

Entry 1 of 5

4 x 10 Employees with a Friday Holiday

Some agencies may allow employees to work eight-hour days in a week with a holiday. The timesheet should reflect that the employee used two hours of Holiday Leave for each day:

Image

[illegible]

The employee does not have the option of recording eight hours of Holiday Leave on Friday because Friday is not a scheduled work day. The employee did get the benefit of the holiday, two hours per day.

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