

TM-24 Stop Holiday Premium

Purpose

The purpose of this job aid is to explain how to stop holiday premium pay in the Integrated HR/Payroll System.

There are situations where an EE would prefer to work on a holiday, and it is not mandated or required by Agency management. Agencies can now stop holiday premium from paying for time worked on a holiday for Permanent and Temporary employees by creating an IT2012-Z006.

Note: IT2012-Z006 is not needed if EE is trying to make up Adverse Weather. EE should record A/A 9512 – Adverse Weather Make-up which will prevent holiday premium automatically.

Users with Payroll Admin or HR Data Maintainer role can access IT2012 using PA30.

There are 9 steps in this process.

Step 1. Access **PA30** (Maintain HR Master Data).

Step 2. Select infotype **2012** and subtype **Z006**.

Image

Maintain Time Data

Menu



Personnel no.

80000469

Name

Rita Henry20

EEGroup

A

SPA Employees

PersA

4601

Natural and Cultural Resources

EESubgroup

B1

FT S-FLSAOT Perm

CostC

4699999999

CULTURE RESOURCES



Working times

Additional account assignments

Time quotas

Time management data



Infotype Text

Statu

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

☒ Period

From

To

☐ Today

☐ Current Week

☐ All

☐ Current Month

☐ From Today

☐ Last Week

☐ Until Today

☐ Last Month

☐ Curr. Period

☐ Current Year



Choose

Direct selection

Infotype

Time Transfer Specifications

STy

2006

Holiday Ineligibility

Create Time Transfer Specifications (2012)

Menu | [Dropdown] | [Icons: Save, Undo, Redo, Cancel, Copy, Paste, Print, Delete] | Personal work schedule

Personnel No	80000469	Name	Rita Henry20
EE group	A SPA Employees	Personnel ar	4601 Natural and Cultural Resources
WS rule	D02N10_F MTWH-10,FSaS-O	Status	Active
Start	09/08/2025	To	09/08/2025

[Edit icon]

Time transfer specification

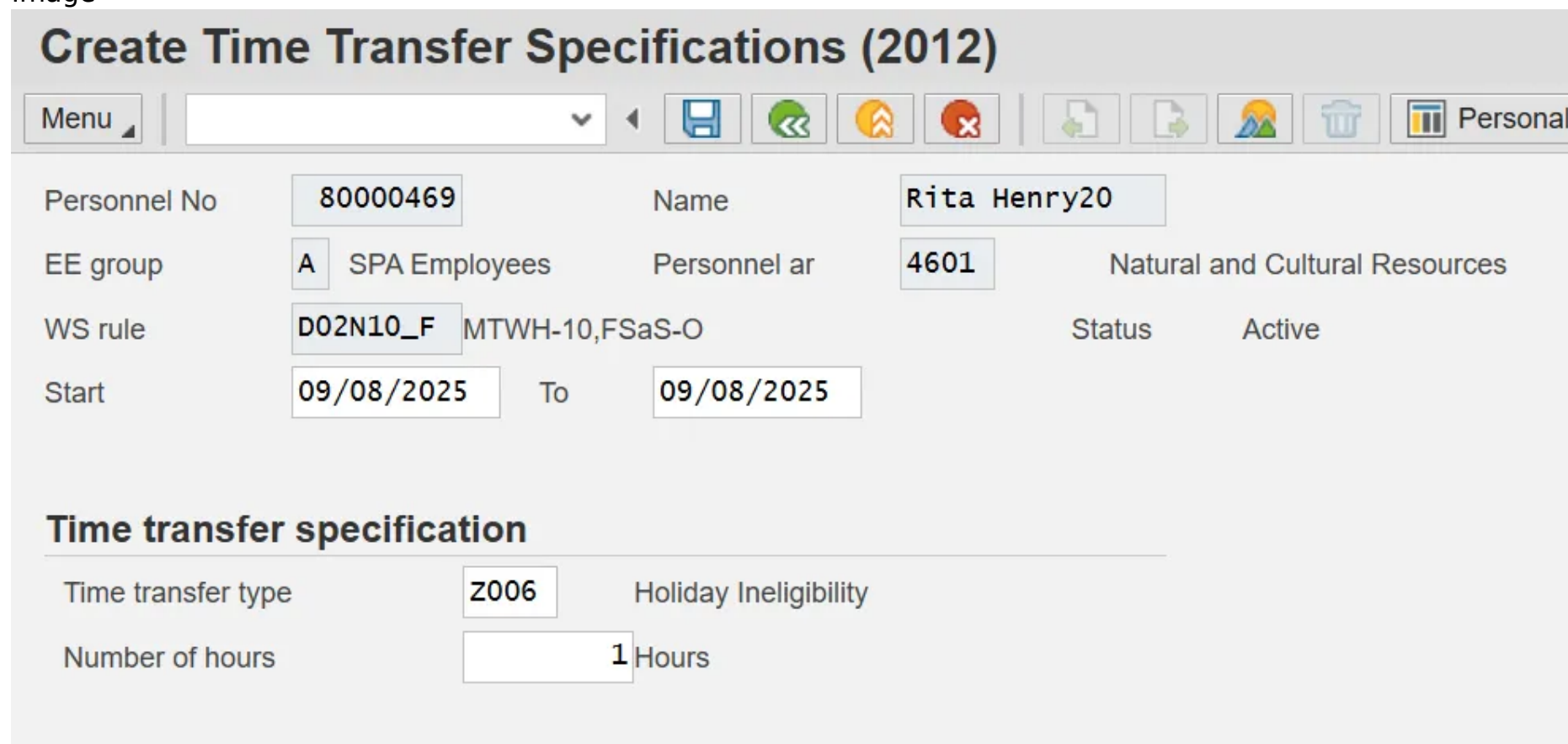
Time transfer type	Z006 [Icon]	Holiday Ineligibility
Number of hours	1.00	Hours

Step 6. On the toolbar at the top of the screen, click **Menu > Edit > Maintain text.**

Step 7. Type an appropriate message for the record.

Step 8. Click the **Save** button to save the text to the record.

Image



Create Time Transfer Specifications (2012)

Menu | [Dropdown] | [Save] [Back] [Forward] [Cancel] | [Print] [Export] [Import] [Delete] [Personal]

Personnel No	80000469	Name	Rita Henry20
EE group	A SPA Employees	Personnel ar	4601 Natural and Cultural Resources
WS rule	D02N10_F MTWH-10,FSaS-O	Status	Active
Start	09/08/2025	To	09/08/2025

Time transfer specification

Time transfer type	Z006	Holiday Ineligibility
Number of hours	1	Hours

The Maintain Text icon will display on the infotype.

Step 9. Click the **Save** button to save the record.

First Published

Mon, 03/24/2014

Last Updated

Mon, 01/26/2026

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