Holiday related Timecard Hours Types

Hours Type	Description of Hours Type	Exempt/Non-Exempt	Standard/Non-Standard
Floating Holiday	Used in special circumstances to record time off given in lieu of a University designated holiday. Specifically, it is used to record time off at a later date when FULL-TIME, NON- STANDARD staff members do not record the holiday time because it is their regularly scheduled day off. In addition, when EXEMPT staff members work on a University designated holiday, this hours type may also be used to record time off at a later date, at the discretion of the department.	Exempt and Non-Exempt	Standard and Non-Standard
Holiday	Used to record paid time off on a University designated holiday. This will default on the time record for STANDARD staff members. NON-STANDARD staff members must manually enter the University "Holiday" hours type they are eligible for as designated in University policy.	Exempt and Non-Exempt	Standard and Non-Standard
Holiday Worked Accrued	Used only for NON-EXEMPT staff members who work on a University designated holiday. This hours type will accrue the equivalent in time and a half off for working on the holiday and the hours will post to the "holiday worked" balance on the PRISM TRKS time card. This hours type should be used at the discretion of the department. The staff member will accrue 1.5 times the number of hours worked to use as time off by the payroll cutoff date of the following pay period. If these hours are not taken as time off by the cutoff date outlined above, the hours will automatically be paid out at a straight time rate in the subsequent pay period.	Non-Exempt Only	Standard and Non-Standard
Holiday Worked Taken	Used when NON-EXEMPT staff members apply and take their earned "Holiday Worked Accrued" hours off within the pay period it is earned or by the payroll cut-off date of the following pay period.	Non-Exempt Only	Standard and Non-Standard
Holiday Worked OT Paid	Used only for NON-EXEMPT staff members who work on a University designated holiday. This hours type should be used at the discretion of the department. This hours type will pay at an overtime rate of 1.5 times the staff member's regular hourly rate. This element can be manually entered by NON-STANDARD staff members, however it is automatically system generated and paid when STANDARD staff members enter hours worked on a University designated holiday.	Non-Exempt Only	Standard and Non-Standard
Holiday Worked	Used to record hours worked on a holiday. To be used by EXEMPT, NON-STANDARD staff members only.	Exempt	Standard and Non-Standard
Hours Worked	Used to record actual hours worked.	Exempt and Non-Exempt	Standard and Non-Standard