Holiday Hours in MyTime

1) Holiday falls on day Employee is scheduled to work & Employee works

- Employee swipes in/out on holiday
- Employee MUST have a schedule in the MyTime system
- Employee will see the following pay codes in results tab when working on holiday:
    - Holiday Worked – for all Hours Worked on holiday
    - Holiday Premium for Half Time
- System will automatically bank the Holiday Hours once the employee clocks in and out on the holiday

2) Holiday falls on Employees scheduled day off

- If there are no scheduled hours on the day of the holiday, the system will automatically bank the holiday
- Non-exempt employee requesting to be paid Holiday in Lieu will require the manager/timekeeper to update the timesheet to the 'Holiday in Lieu' paycode
- Exempt employees will see the Banked holiday hours in their timesheet to use on another day

3) 1199C Employee scheduled to work holiday and requests holiday hours moved to ETO (please see the document previously sent to timekeepers)

- In MyTime under Time Off Requests, employee selects ETO in Lieu of Holiday
- Manager approves the request and hours are added to ETO Balance
- Smart Square Users – Manager or Timekeeper can add the pay code 'ETO in Lieu of Holiday' to the timesheet once the employee makes the request in writing

4) How are holiday hours awarded?

- Non-exempt employees - Holiday hours are awarded calculating 10% of the employee's bi-weekly standard hours
- Exempt employees – Holiday hours default to their scheduled daily hours

5) What happens if the non-exempt employee calls out the scheduled day before or after the holiday?

- The manager/timekeeper will see a yellow exception message, which is a warning to review the holiday and change to holiday no pay if necessary
- Manager/timekeeper can run an exception report to assist with this process