

To: Timekeepers and Approvers

A new earn code 100 "Worked Holiday @1.5" will be available in Eclasses SN, SP, SW and SU to report hours physically worked on a holiday when the employee will also be given time off in lieu of the holiday. See excerpt from Policy 3405 below. The system will accrue leave on code 100 and pay the employee at 1.5 times their hourly rate. If the employee cannot be given a day off in lieu of the holiday, pay the employee using earn code 010 (Regular Base Pay) and code 015 (Overtime @1.5 rate).

Examples have been provided below. (* designates earn code accrues leave)

John Smith works 8 hours on Thanksgiving Day (November 27). He will be given another day off. His time would be entered as follows:

11/27/2008	Earn Code 100* (Worked Holiday @ 1.5)	8 Hours
------------	---------------------------------------	---------

John Brown works 8 hours on Thanksgiving Day (November 27). He cannot be given another day off in lieu of the holiday. His time would be entered as follows:

11/27/2008	Earn Code 010* (Regular Base Pay)	8 Hours
------------	-----------------------------------	---------

11/27/2008	Earn code 015 (Overtime @ 1.5 rate)	8 Hours
------------	-------------------------------------	---------

Jack Adams works 12 hours on Thanksgiving Day (November 27). He cannot be given another day off in lieu of the holiday. His time would be entered as follows:

11/27/2008	Earn Code 010* (Regular Base Pay)	8 Hours
------------	-----------------------------------	---------

11/27/2008	Earn code 015 (Overtime @ 1.5 rate)	12 Hours
------------	-------------------------------------	----------

Sue Smith works 14 hours on Thanksgiving Day (November 27). She will be given another day off. Her time would be entered as follows:

11/27/2008	Earn Code 100* (Worked Holiday @ 1.5)	8 Hours
------------	---------------------------------------	---------

11/27/2008	Earn code 015 (Overtime @ 1.5 rate)	6 Hours
------------	-------------------------------------	---------

Note: Earn code 300 (Other Paid Leave) may be used for the holiday in place of 010 (Regular Base Pay) only when the employee will not be given another day off in lieu of the holiday. Earn code 300 (Other Paid Leave) also accrues leave.

* designates earn code accrues leave

UNM Policy 3405:

4.1.1. Nonexempt employees who are required to work on a holiday will be paid for the hours worked at a premium rate of one and a half (1/2) times their regular rate (base pay plus shift differential, if applicable), and will also be given time off in lieu of the holiday. The time off given in lieu of the holiday will be in accordance with Section 4. herein and must be granted within ninety (90) days of the time earned. If a nonexempt employee does not take the time off during this time period or separates from the University before the time off is taken the employee will be paid for all unused holiday leave at straight time. Employees required to work on a holiday, who can not be given a day off in lieu of the holiday, will be paid the premium rate (one and a half times their base pay plus shift differential) for the hours worked on the holiday. In addition, they will receive holiday pay at their regular rate of pay in accordance with Section 4. Nonexempt employees who separate from the University will be paid for all unused holiday leave at straight time.