

EXAMPLE 14: SPA Exempt Employee Works on a Holiday (required)

- SPA Exempt full-time employee regularly scheduled Mon-Fri, 8am-5pm (one hour lunch).
- Monday is the only work day in the work week (the remaining days are Paid Holidays).
- Management requires the employee to work 4 hours on Tuesday (University Holiday).
- Employee receives 4 hours of Holiday Premium Pay (0.5x)
- Employee receives 4 hours of Paid Holiday on Tuesday.
- Employee receives 4 hours of Holiday ETO.

TIM SYSTEM:

Note: When an employee records time worked on a University Holiday, the manager must manually approve the hours as required in order for the Holiday Premium Pay and Holiday ETO to be applied.

Week starting: Mon 12/22

	Pay Code	...	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Total
⊞ ↪	Hours Worked		8.0	4.0						12.0
⊞ ↪	WINTER HOLIDAY DAY1 08			4.0						4.0
⊞ ↪	WINTER HOLIDAY DAY2 08				8.0					8.0
⊞ ↪	WINTER HOLIDAY DAY3 08					8.0				8.0
⊞ ↪	WINTER HOLIDAY DAY4 08						8.0			8.0
			8.0	8.0	8.0	8.0	8.0			40.0

Totals & Schedule | **Accruals** | **Audits** | **Sign-offs & Approvals**

All ▾

...	Pay Code	Amount
...	Regular	12.0
...	SPA EX Holiday Worked	4.0
...	Holiday	28.0

Totals & Schedule | **Accruals** | **Audits** | **Sign-offs & Approvals**

Accrual Code	Balance on Selected Date	Units	Balance Projected Through
Holiday ETO	4.0	Hour	1/04/2009
Holiday ETO Expired	0.0	Hour	1/04/2009
On-Call Time Off	0.0	Hour	1/04/2009