



# University of Connecticut

## Premium Holiday Time Entry: NP-3 (Administrative Clerical Bargaining Unit) Employees

**Overview** Administrative Clerical Bargaining Unit (NP-3) employees have unique holiday time reporting rules and are eligible to earn holiday time if they work on a scheduled holiday, or if a holiday falls on a day they are scheduled off work. NP-3 employees will use this job aid to report time on a holiday for premium holidays:

- New Year’s Day (1/1)
- Memorial Day
- Independence Day (7/4)
- Labor Day
- Thanksgiving Day
- Christmas Day (12/25)

**Note:** Part time employees are entitled to a prorated amount of holiday time per their contracts.

**Note:** Holiday eligibility is contingent upon paid time on one or the other side of the holiday.

The following time reporting codes (TRC) will be used when reporting time on a holiday for regular and temporary NP-3 employees:

TRC	Description
REGH	If <b>temporary or durational NP-3</b> employees have worked less than 90 days and are scheduled to work on a holiday, they are not eligible for holiday time. They will use the REGH time reporting code to report time worked.
HOL	This is the regular holiday time reporting code. Employees will enter their scheduled hours on a holiday using the HOL time reporting code. Use this in conjunction with additional time reporting codes to earn holiday comp time.
HPAP	Employees will use this time reporting code (in conjunction with HOL) to be paid for the ½ time they worked. They will enter ½ the number of hours they are scheduled to work (ex: scheduled 8.00 hours, they will enter 4.00 hours).
HPWP	Employees will use this time reporting code (in conjunction with HOL) to be paid time and a half for all hours worked on a holiday.
HPWC	Holiday comp time will be earned and an additional ½ day of pay (HPAP) will be created.
HWCE	Holiday comp time earned for working on a holiday. If an employee works on a scheduled holiday, they will use this time reporting code (in conjunction with HOL) to earn comp time for holiday time worked.
HXCE	If a holiday falls on a day the employee is not scheduled to work (B day), they will use the holiday earned on off (B) day time reporting code. (only for full-time permanent or durational with more than 6 months employment).
ULAW	If <b>temporary or durational NP-3</b> employees have worked less than 90 days and are scheduled to work on a holiday but take the day off, they are taking an <u>authorized unpaid leave</u> and will use this time reporting code.

**Note:** The Holiday Comp Time Used (HCU) time reporting code should not be used on a holiday.

The following scenarios are outlined in this job aid:

- Employee takes holiday off
- Employee works on holiday
- Holiday falls on off (B) day
- Employee work a half day on holiday
- Employee’s scheduled hours exceed the maximum holiday hours
- Employee has opted to accrue holiday comp time hours, works on holiday
- Temporary or Durational NP-3: Employee has worked less than 90 days, works on holiday
- Temporary or Durational NP-3: Employee has worked more than 90 days, works on holiday
- Temporary or Durational NP-3: Employee is scheduled to work on holiday but does not work
- Temporary or Durational NP-3 (Part-Time): Holiday falls on off (B) day, employee is not scheduled to work

**Employee takes the holiday off**

An employee typically works 8.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee is taking the day off.

Employee takes the holiday off																TRC			
																<b>HOL</b>	8.00	<b>REG</b>	0.00

  

From Friday 09/30/2016 to Thursday 10/13/2016 ?																	
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
+	-											8.00				8.00	HOL
+	-	8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG

**Employee works on a holiday**

An employee typically works 8.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee is working that day.

Employee works on a holiday																TRC					
																<b>HOL</b>	8.00	<b>HPWP</b>	8.00	<b>REG</b>	0.00

  

From Friday 09/30/2016 to Thursday 10/13/2016 ?																	
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
+	-											8.00				8.00	HOL
+	-											8.00				8.00	HPWP
+	-	8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG

**Holiday falls on an off (B) day**

An employee typically works 8.00 hours a day every Tuesday through Saturday. A holiday falls on a Monday and the employee is not scheduled to work. **Note:** this is only for full-time NP-3 employees.

Holiday falls on an off (B) day																TRC			
																<b>HXCE</b>	8.00	<b>REG</b>	0.00

  

From Friday 09/30/2016 to Thursday 10/13/2016 ?																	
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
+	-											8.00				8.00	HXCE
+	-	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	80.00	REG

Employee works for half the day on a holiday		TRC					
An employee typically works 8.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee works a half day (4.00 hours).		<b>HOL</b>	8.00	<b>HPWP</b>	4.00	<b>REG</b>	0.00

  

From Friday 09/30/2016 to Thursday 10/13/2016 ?																	
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
+	-											8.00				8.00	HOL
+	-											4.00				4.00	HPWP
+	-	8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG

Employee's scheduled hours exceed the maximum holiday hours		TRC					
An employee typically works 8.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee is scheduled to work 10.00 hours that day.		<b>HOL</b>	8.00	<b>HPWP</b>	10.00	<b>REG</b>	0.00

  

From Friday 09/30/2016 to Thursday 10/13/2016 ?																	
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
+	-											8.00				8.00	HOL
+	-											10.00				10.00	HPWP
+	-	8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG

Employee has opted to accrue holiday comp time and works on holiday		TRC					
An employee typically works 8.00 hours a day every Monday through Friday. The employee has opted to accrue holiday comp time. A holiday falls on a Monday and the employee must accrue for the time worked.		<b>HOL</b>	8.00	<b>HPWC</b>	8.00	<b>REG</b>	0.00

  

From Friday 09/30/2016 to Thursday 10/13/2016 ?																	
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
+	-											8.00				8.00	HOL
+	-											8.00				8.00	HPWC
+	-	8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG

<b>TEMPORARY or DURATIONAL NP-3 ONLY: Employee has worked less than 90 days and works on the holiday</b>															<b>TRC</b>																																																								
<p>A temporary NP-3 employee was recently hired, and has worked <u>less than 90 days</u>. Therefore, the employee is not eligible for holiday time. The employee typically works 8.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee works the holiday.</p>															<b>REGH</b>	8.00	<b>REG</b>	0.00																																																					
<p>From Friday 09/30/2016 to Thursday 10/13/2016 ?</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Fri 9/30</th> <th>Sat 10/1</th> <th>Sun 10/2</th> <th>Mon 10/3</th> <th>Tue 10/4</th> <th>Wed 10/5</th> <th>Thu 10/6</th> <th>Fri 10/7</th> <th>Sat 10/8</th> <th>Sun 10/9</th> <th>Mon 10/10</th> <th>Tue 10/11</th> <th>Wed 10/12</th> <th>Thu 10/13</th> <th>Total</th> <th>Time Reporting Code</th> </tr> </thead> <tbody> <tr> <td>+ -</td> <td></td> <td>8.00</td> <td></td> <td></td> <td></td> <td>8.00</td> <td>REGH</td> </tr> <tr> <td>+ -</td> <td></td> <td>8.00</td> <td></td> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td></td> <td></td> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>72.00</td> <td>REG</td> </tr> </tbody> </table>																				Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code	+ -												8.00				8.00	REGH	+ -		8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code																																																						
+ -												8.00				8.00	REGH																																																						
+ -		8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG																																																						

<b>TEMPORARY or DURATIONAL NP-3 ONLY: Employee has worked more than 90 days and works on the holiday</b>															<b>TRC</b>																																																																										
<p>A temporary NP-3 employee has worked <u>more than 90 days</u>. The employee typically works 8.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee works the holiday.</p>															<b>HOL</b>	8.00	<b>HWCE</b>	8.00	<b>REG</b>	0.00																																																																					
<p>From Friday 09/30/2016 to Thursday 10/13/2016 ?</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Fri 9/30</th> <th>Sat 10/1</th> <th>Sun 10/2</th> <th>Mon 10/3</th> <th>Tue 10/4</th> <th>Wed 10/5</th> <th>Thu 10/6</th> <th>Fri 10/7</th> <th>Sat 10/8</th> <th>Sun 10/9</th> <th>Mon 10/10</th> <th>Tue 10/11</th> <th>Wed 10/12</th> <th>Thu 10/13</th> <th>Total</th> <th>Time Reporting Code</th> </tr> </thead> <tbody> <tr> <td>+ -</td> <td></td> <td>8.00</td> <td></td> <td></td> <td></td> <td>8.00</td> <td>HOL</td> </tr> <tr> <td>+ -</td> <td></td> <td>8.00</td> <td></td> <td></td> <td></td> <td>8.00</td> <td>HWCE</td> </tr> <tr> <td>+ -</td> <td></td> <td>8.00</td> <td></td> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td></td> <td></td> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>72.00</td> <td>REG</td> </tr> </tbody> </table>																				Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code	+ -												8.00				8.00	HOL	+ -												8.00				8.00	HWCE	+ -		8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code																																																																								
+ -												8.00				8.00	HOL																																																																								
+ -												8.00				8.00	HWCE																																																																								
+ -		8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG																																																																								

<b>TEMPORARY or DURATIONAL NP-3 ONLY: Employee is scheduled to work on holiday but does not work</b>															<b>TRC</b>																																																								
<p>A temporary NP-3 employee was recently hired, and has worked <u>less than 90 days</u>. Therefore, the employee is not eligible for holiday time. The employee typically works 8.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee works the holiday.</p>															<b>ULAW</b>	8.00	<b>REG</b>	0.00																																																					
<p>From Friday 09/30/2016 to Thursday 10/13/2016 ?</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Fri 9/30</th> <th>Sat 10/1</th> <th>Sun 10/2</th> <th>Mon 10/3</th> <th>Tue 10/4</th> <th>Wed 10/5</th> <th>Thu 10/6</th> <th>Fri 10/7</th> <th>Sat 10/8</th> <th>Sun 10/9</th> <th>Mon 10/10</th> <th>Tue 10/11</th> <th>Wed 10/12</th> <th>Thu 10/13</th> <th>Total</th> <th>Time Reporting Code</th> </tr> </thead> <tbody> <tr> <td>+ -</td> <td></td> <td>8.00</td> <td></td> <td></td> <td></td> <td>8.00</td> <td>ULAW</td> </tr> <tr> <td>+ -</td> <td></td> <td>8.00</td> <td></td> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td></td> <td></td> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>72.00</td> <td>REG</td> </tr> </tbody> </table>																				Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code	+ -												8.00				8.00	ULAW	+ -		8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code																																																						
+ -												8.00				8.00	ULAW																																																						
+ -		8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG																																																						

TEMPORARY and DURATIONAL NP-3 ONLY (Part Time): Holiday falls on off (B) day, employee is not scheduled to work																TRC	
A temporary, part-time NP-3 employee typically works 8.00 hours a day every Tuesday and Thursday. A holiday falls on a Monday and the employee is <u>not</u> scheduled to work.																REG	0.00
From Friday 09/30/2016 to Thursday 10/13/2016 ?																	
		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code
<input type="button" value="+"/>	<input type="button" value="-"/>					8.00		8.00					8.00		8.00	32.00	REG <input type="button" value="Q"/>