



TimeClock Plus – SC Holiday Work Premium and Comp Time



When an overtime-eligible (FLSA non-exempt) state classified employee works on an observed State of Colorado holiday, they are paid a 50% premium in addition their regular base rate of pay or corresponding compensatory time. To ensure that these holiday hours worked are correctly processed, they should be entered by a user with the Department HR role using either the “SC Holiday Work Premium” job code or “SC Holiday Work Comp Time” job code, depending on the employee’s preference to receive the premium or the compensatory time. Employees cannot clock in and out of these job codes or enter them on the timesheet themselves.

Utilizing SC Holiday Work Premium

- If an employee is working on a holiday and wishes to be paid the 50% premium, the Department HR user should enter a segment in Individual Hours or Group Hours using the “SC Holiday Work Premium” job code.
- If the employee has already clocked time or entered hours on the timesheet, the Department HR user should right-click and choose Edit to change the job code to “SC Holiday Work Premium.” The segment will need to be unapproved to edit the job code.
- The segment should always record a Time In and Time Out (as opposed to a Time In and number of hours). This will allow the segment to earn shift differential if the employee is eligible and the hours are worked during shift 2 or 3 on the holiday.

The screenshot shows a context menu for a time segment. The menu items are: Edit, Delete, Split segment by length, Split segment by percentage, Add break, Toggle break, Audit Log, View segment photos, and View Location. The segment being edited is for Saturday, 10/29/2022, starting at 9:00. The segment is currently in a 'Processing' state. Below the menu, a table shows the segment's details:

| OT2 | Comp Reg | CompOT1 | CompOT2 | Leave |
|------|----------|---------|---------|-------|
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Below the table, there is a summary row:

| Shift Total | Week Total | Job Code |
|-------------|------------|--------------------------------|
| 8.00 | 8.00 | 999998202 - State Classified 2 |

The screenshot shows a dropdown menu for selecting a job code. The selected job code is "999998202 - State Classifie". Below the selected job code, there are two options: "36 - SC Holiday Work Premium" and "37 - SC Holiday Work Comp Time". A red arrow points to the "36 - SC Holiday Work Premium" option.

- The number of hours shown will reflect the number of hours worked in Regular or OT hours, as appropriate. The 50% premium will be processed through payroll.

Utilizing SC Holiday Work Comp Time

- If an employee is working on a holiday and wishes to accrue the 50% premium as compensatory time, the Department HR user should enter a segment in Individual Hours or Group Hours using the “SC Holiday Work Comp Time” job code.
- If the employee has already clocked time or entered hours on the timesheet, the Department HR user should right-click and choose Edit to change the job code to “SC Holiday Work Comp Time.” The segment will need to be unapproved to edit the job code.
- The segment should always record a Time In and Time Out (as opposed to a Time In and number of hours). This will allow the segment to earn shift differential if the employee is eligible and the hours are worked during shift 2 or 3 on the holiday.

| OT2 | Comp Reg | CompOT1 | CompOT2 | Leave |
|------|----------|---------|---------|-------|
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Shift Total | Week Total | Job Code |
|-------------|------------|--------------------------------|
| 8.00 | 8.00 | 999998202 - State Classified 2 |

Job Code: 999998202 - State Classifie

Project: 36 - SC Holiday Work Premium

Rate: 37 - SC Holiday Work Comp Time

- The number of hours shown will reflect the number of hours worked in Regular or OT hours, as appropriate. The Comp Reg and Comp OT amounts will not reflect the 50% comp time earned.

| Regular | OT1 | OT2 | Comp Reg | CompOT1 | CompOT2 | Leave | Total |
|---------|------|------|----------|---------|---------|-------|-------|
| 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 |

- The hours worked will be processed through payroll as usual, but the comp time accrual can be viewed immediately under the Accruals tab.

Hours Schedules Accruals

Hikaru Sulu

| Ledger | Accrual Bank  | Accrued | Accrual Forecast |
|---|--|----------------|--|
|  | Annual Leave | 200.0000 Hours | 0.0000 Hours |
|  | Comp Time | 0.0000 Hours | 4.0000 Hours  |

NOTE: The SC Holiday Work Premium and SC Holiday Work Comp Time job codes cannot be changed to “Allow comp time on qualifying segments” or “Disable comp time on qualifying segments.” If the employee would like to be paid the 50% premium, you will need to enter the “SC Holiday Work Premium” job code. If the employee would like to accrue the 50% premium as compensatory time, you will need to enter the “SC Holiday Work Comp Time” job code.

The Holiday Pay Salaried job code would need to be entered for non-exempt state classified employees who do *not* work on the holiday.