City of Portland – SAP Time Management Holiday Job Aid

Time Sheet: Codes used in conjunction with a holiday				
A/A Codes	**Att./abs. type text**	**Comment**	**O/C Field Options**	**Who Can Use The Code**
0HOL	Holiday	Holiday Defaults on the timesheet. *(note: no clock times are used for this entry)*	Blank - Holiday Pay D - Defer Holiday to Deferred Holiday Bank U - Unpaid Holiday O - Postpone Holiday (DCTU Parking Patrol ONLY per MOU) P - Pay Override (DCTU with Supervisor approval ONLY) E - Defer Override (DCTU with Supervisor approval ONLY)	Rules Vary by Bargaining Unit and Employee Type
0HWP	Hours Worked - OT Eligible	Uses: • To record hours worked on a holiday • For standard hours when using cost objects for negative time entry • To record all standard hours for positive time entry employees	None	All employees depending upon reason
0HWP *(option to comp)*	Hours Worked - OT Eligible	Used to record additional work hours (Overtime) as compensatory time.	C - Comp Hours Worked - Outside Planned Working Time	Rules Vary by Bargaining Unit and Employee Type
0XWP	Extra Worked – OT Pay	Used to record hours worked beyond schedule (Overtime), to be paid.		Positive Time Entry Only All Bargaining Units
0XWP *(option to comp)*	Extra Worked - OT Comp	Used to record hours worked beyond schedule (Overtime), to be accrued as compensatory time.	C - Comp Hours Worked - Outside Planned Working Time	Positive Time Entry Only All Bargaining Units
FLEX	Flextime Absence	Used by employees on 9 or 10 hour day schedules to pay for scheduled hours not worked on a holiday. Used in conjunction with 2FLX		COPPEA

Time Sheet: Codes used in conjunction with a holiday				
A/A Codes	**Att./abs. type text**	**Comment**	**O/C Field Options**	**Who Can Use The Code**
2 FLX	Flextime Attendance	Hours not worked on holiday using FLEX are worked on another day using 2FLX.		2 FLX - COPPEA
FMHL	FMLA - Holiday	FMHL pays holiday. Employee on approved FMLA claim who is eligible for holiday pay.		Any employee with an approved Family Medical Leave.
FPDH	FPDR Injury Holiday Paid	FPDH pays holiday. Employee on partial schedule because of a worker's compensation claim or transitioning back to work--Holiday will not pay if employee has unpaid hours.		Any employee with an accepted Disability Claim under FPDR disability system.
INAU	Industrial Accident Unpaid	RISK pays holiday. Employee is out on worker's comp claim & Risk determines to code timesheet INAU if they will pay the holiday.		Any employee with an accepted Worker's Compensation Claim
CATP	Catastrophic Leave (Paid)	When other employees donate quotas to another employee to help pay for their period of unpaid absence. Employees with CATP are NOT eligible for Holiday Pay, the 0HOL entry will need to be deleted from the timesheet.		Employees who receive Catastrophic Leave donations approved for use in on a holiday.
GNUP	General Unpaid Leave	When an employee has an approved unpaid leave of absence		Any employee with approved GNUP.

Holiday Switches

Switches

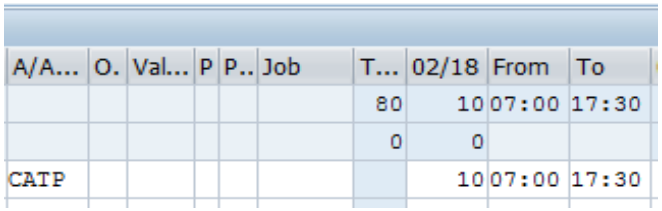
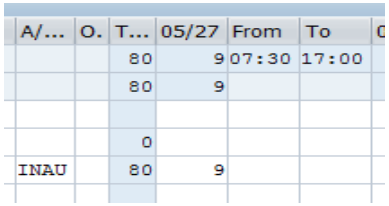
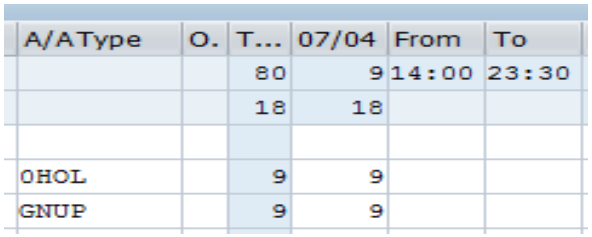
	IT2012 (Enter in PA30)	Switch text	Comment	Who Can Use The Code
IT2012 EE group 1 Regular Personnel ar 1130 Water WS rule OPEN24-7 24-7 Positive Emps Only Status Active Start 02/18/2013 To 02/18/2013 Time transfer specification Time transfer type SHOL Hrs for holiday proration Number of hours 20.0 Hours **CAT2** Data Entry Area LT R... A/AT... OC Val. ... P P.. Job Total 02/18 From To 0 336 24 00:00 24:00 4 4 0HOL 4 4	SHOL (MAINTAINED BY CENTRAL TIME ADMINISTRATOR)	Holiday Value - The value entered on the switch = the average # of regular hours paid during the previous 2 pay periods - manual entry *(replaces the use of the OLD SPTH switch)*	The holiday value defaulted on the timesheet is determined by the proration of the value of the switch to an 8 hour holiday - i.e. formula: 8/80 X SHOL Value x 2 - if employee is paid an average of 20 regular hours/week - the switch value = 20. 8/80 X 20 X 2 = 4 hour holiday populates on the timesheet.	Positive time entry employees (eligible for holiday pay)

Holiday Time Entry Scenarios

Scenario	Example Entry	Attendance Code	Who?	Result
Employee scheduled work day is on a city designated holiday; the employee does not work on holiday (Holiday observed)	Data Entry Area LT R... A/AT... OC Val. ... P P.. Job Total 02/18 From To 02/1 80 8 08:00 17:00 8 8 0HOL 0.00 8 8	None *0HOL will automatically default when the holiday program is run 2 weeks prior to the holiday*		Automatic pay for holiday
Employee scheduled work day is on a city designated holiday; * the employee has a 9 or 10 hour per day schedule * the employee does not work on holiday * the employee uses accrued leave for extra hours of schedule	Data Entry Area LT R... A/AT... OC Val. ... P P.. Job Total 02/18 From To 02/ 80 10 08:00 18:30 10 10 0HOL 8 8 AVAC 2 2 16:30 18:30	AVAC – vacation COMP – compensatory time; *0HOL will automatically default when the holiday program is run 2 weeks prior to the holiday*	COPPEA & Positive Pay employees	Automatic pay for holiday Enter leave to pay employee additional hours at the end of employee's shift
Employee scheduled work day is on a city designated holiday. * The employee has a 9 or 10 hour per day schedule. * The employee does not work on holiday. * The employee uses unpaid leave for extra hours of schedule	Data Entry Area LT R... A/AT... OC Val. ... P P.. Job Total 02/18 From To 02/19 80 10 08:00 18:30 1 10 10 0HOL 8 8 UNPD 2 2 16:30 18:30	If no quotas/accruals are used for the 1 or 2 hours of schedule beyond the holiday hours, UNPD should be entered for the extra 1 or 2 hours at the end of the day (hours beyond the holiday value for the scheduled day) *0HOL will automatically default when the holiday program is run 2 weeks prior to the holiday*	COPPEA & JobShare employees	Automatic pay for holiday and automatic unpaid for extra hours of schedule. This applies to employees allowed unpaid absence for hours beyond holiday paid hours (holiday paid 8 for most employees) on the holiday
Employee scheduled work day is on a city designated holiday; * the employee has a 9 or 10 hour per day schedule * the employee does not work on holiday * the employee flexes schedule to work hours above 8 hours paid for holiday on different day.	Data Entry Area LT R... A/AT... OC Val. ... P P.. Job Total 02/18 From To 02/19 From To 02/20 From To 02 80 10 08:00 18:30 10 08:00 18:30 10 08:00 18:30 12 10 0 2 0HOL 8 8 FLEX 2 2 16:30 18:30 2FLX 2 2 06:00 08:00	FLEX for absence on holiday 2FLX on a different day in the same FLSA workweek *0HOL will automatically default when the holiday program is run 2 weeks prior to the holiday*	COPPEA	Automatic pay for holiday and no pay for extra hours entered as FLEX on the holiday. 2 FLX Attendance on a different day will result in payment for extra hours worked due to flex absence on the holiday. COPPEA only.

Scenario	Example Entry	Attendance Code	Who?	Result
Employee day off is on holiday, defer holiday	Data Entry Area LT R... A/AT... OC Val. ... P P.. Job Total 02/18 From To 02/1 80 0 00:00 00:00 1 0 0 0HOL D 0 8	O/C Field 'D' - Defer Holiday on the 0HOL entry line *0HOL will automatically default when the holiday program is run 2 weeks prior to the holiday*	Rules Vary by Bargaining Unit and Employee Type	Automatic deferral of holiday
Employee day off on holiday (Rolling Rules)	Data Entry Area LT R... A/AT... OC Val. ... P P.. Job Total 02/18 From To 02/19 From To 02/ 80 0 00:00 00:00 10 08:00 18:30 10 0 10 0HOL 10 10	Holiday moves to day before or day after per established city rules. *0HOL will automatically default when the holiday program is run 2 weeks prior to the holiday*	Rules Vary by Bargaining Unit and Employee Type	Rolling Rules are applied when defaulting the holiday. Timekeeper can also move the holiday +/- 5 days if exception.
Employee off work or on reduced schedule because of an accepted Disability claim or Family Medical Leave and are eligible for holiday pay.	A/AT... Total 05/29 From To 156 10 07:00 17:30 10 10 FPDH 10 10 A/... O. P FMLA Req No Total 07/04 From To 80 8 07:30 16:30 8 8 FMHL 914 8 8	FPDH for employees covered under Fire & Police Disability Fund who is eligible to receive holiday pay FMHL for employees on approved Family Medical Leave who are eligible to receive holiday pay. 0HOL must be removed from the timesheet.		Holiday paid and tracked to appropriate claim.
Employee works: Comp time for hours worked. Pay for holiday.	Data Entry Area LT R... A/AT... OC Val. ... P P.. Job Total 02/18 From To 80 0 00:00 00:00 20 0 0HOL 10 0HWP C 10	0HWP + O/C Field 'C' - Comp Hours Worked (Negative Pay) 0XWP + O/C Field 'C' - Comp Hours Worked (Positive Pay) *0HOL will automatically default when the holiday program is run 2 weeks prior to the holiday*	PFFA ONLY	Automatic pay for holiday, Receive comp for hours worked (06 - Comp Bank)

Scenario	Example Entry	Attendance Code	Who?	Result
Employee works: Defer hours worked to deferred holiday bank. Pay for holiday.	Data Entry Area LT R... A/AT... OC Val. ... P P.. Job Total 02/18 From To 02/19 From To 80 0 00:00 00:00 10 08:00 18 20 0 20 0HOL 10 10 0HWP D 10 10 08:00 18	0HWP + O/C Field 'D' - Comp Hours Worked (Negative Pay) 0XWP + O/C Field 'D' - Comp Hours Worked (Positive Pay) *0HOL will automatically default when the holiday program is run 2 weeks prior to the holiday*	PPA; PPCOA; Emergency Communication Supervisors (ECS) ONLY	Automatic pay for holiday receive Deferred holiday for hours worked (09 - Deferred Holiday Bank)
Employee works: Pay for time worked. Pay for holiday.	Data Entry Area LT R... A/AT... OC Val. ... P P.. Job Total 02/18 From To 02/19 From To 80 0 00:00 00:00 10 08:00 18:30 20 0 20 0HOL 10 10 0HWP 10 10 08:00 18:30	0HWP for time worked (Negative Pay) 0XWP for time worked (Positive Pay) *0HOL will automatically default when the holiday program is run 2 weeks prior to the holiday*	Rules Vary by Bargaining Unit and Employee Type	Automatic pay for holiday Hours worked evaluated and paid at rate allowed by bargaining unit and/or HR Admin Rules
Employee works: Pay for time worked. Defer holiday	Data Entry Area LT R... A/AT... OC Val. ... P P.. Job Total 02/18 From To 02/19 From To 80 0 00:00 00:00 10 08:00 18:30 20 0 20 0HOL D 10 10 0HWP 10 10 08:00 18:30	*0HOL will automatically default when the holiday program is run 2 weeks prior to the holiday* O/C Field 'D' - Defer Holiday on the 0HOL line entry 0HWP for time worked (Negative Pay) 0XWP for time worked (Positive Pay)	Rules Vary by Bargaining Unit and Employee Type	Receives pay for hours worked. Holiday accrued as Deferred Holiday in employees (09 - Deferred Holiday Bank)
Employee works partial day and defers hours worked	A/A... O. Val... P P.. Job T... 02/18 From To 80 10 07:00 17:30 0 0 0HOL 5 0HOL D 5 0HWP 5 07:00 12:00	*0HOL will automatically default when the holiday program is run 2 weeks prior to the holiday* Enter a new line using A/A Type 0HOL. Split the entries depending on the # of hours worked between the 2 0HOL entry lines and enter a 'D' in the O/C field for one of them. Enter 0HWP on a new line for the # of hours worked. The # of hours worked should match the 0HOL entry with the 'D'.	Rules Vary by Bargaining Unit and Employee Type	Receives Holiday pay for hours worked + partial holiday pay + deferred holiday hours added to (09 – deferred holiday bank)

Scenario	Example Entry	Attendance Code	Who?	Result
Employee receives Catastrophic Leave donation	 A/A... O. Val... P P.. Job T... 02/18 From To 80 10 07:00 17:30 0 0 CATP 10 07:00 17:30	*0HOL will automatically default when the holiday program is run 2 weeks prior to the holiday* *Delete hours entered on the 0HOL entry line* *CATP for the hours paid by donation*		Receives pay for hours donated by other employee.
RISK/Worker's Comp instructions to enter INAU on holiday	 A/... O. T... 05/27 From To 80 9 07:30 17:00 80 9 0 INAU 80 9	*TK will need to delete the 0HOL entry on the holiday*		Is unpaid for the holiday
Employee is on approved unpaid leave of absence	 A/AType O. T... 07/04 From To 80 9 14:00 23:30 18 18 0HOL 9 9 GNUP 9 9	*TK will need to enter a U on the 0HOL (holiday) entry line when GNUP has time entered on the timesheet*		Is unpaid for the holiday

Moving an employee's holiday

Timekeepers can move the holiday if there is a requirement to do so.

For Example: SAP doesn't know what an employee's schedule is when they are positive pay because their schedule is OPEN. The holiday will automatically populate on the city observed holiday.

If Monday 02/18/2013 is a DCTU positive pay employee's regular day off (3rd day off in this example), the holiday will populate on Monday 02/18/2013, but since the contract rules state that the holiday should roll to the employee's work day following the holiday since it is the employee's 3rd day off, the timekeeper will need to enter the # of hours on 02/19/13 on the 0HOL entry line, and delete the # of hours that originally populated on 02/18/2013.

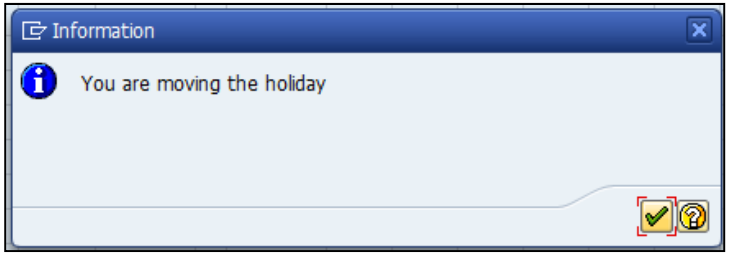
Note: 0HOL entries do NOT use clock times.

Original Timesheet Entry – Holiday defaults on 02/18:

A/AType	O.	Total	02/18	From	To	02/19	From	To
		336	24	00:00	24:00	24	00:00	24:00
		8	8			0		
0HOL		8	8					

New Timesheet Entry – Holiday manually moved to 02/19 per DCTU holiday rules:

An informational message will appear, select



A/AType	O.	Total	02/18	From	To	02/19	From	To
		336	24	00:00	24:00	24	00:00	24:00
		8	0			8		
0HOL		8				8		