Holidays

Chapter 5
Holidays

Section Objectives

At the end of this section, you should be able to:

- Review holiday entries on defaulted (standard) timecards
- Enter holidays on non-defaulted (non-standard) timecards
- Enter holidays worked hours on both defaulted and non-defaulted timecards
Holidays

Recording Holidays and Holiday Worked

- If the employee’s timecard defaults with a pre-populated schedule each week, then the University holiday’s will default as well

- If the employee’s timecard does not default, then the holiday must be added to the timecard manually by the employee

- Supervisors/Timecard Approvers should ensure that the non-defaulted timecards are completed properly for the holiday

- Holiday hours are limited to 7.5 or 8 hours in a day depending on whether the employee’s work schedule is based on 37.5 hours per week or 40 hours per week

- If the employee’s timecard defaults, holiday worked hours should be entered as ‘Hours Worked’ and the system will calculate the number of Holiday Worked hours (paid at time and one half)

- If the employee’s timecard does not default, then the holiday worked hours should be entered using the ‘Holiday Worked OT’ Hours Type

- The Review page shows the system calculation of holiday worked hours

Further Information

The intent of this document is to provide a review of the most commonly required information for the purpose of completing PRISM TRKS timecards. Every effort has been made to keep this document up-to-date. However in all cases, the information cited throughout this document is governed by official University Policies, Procedures, and Staff Handbooks located at http://www.bc.pitt.edu/policies/.
Lab 1: Submit a Defaulted & Non-Defaulted Timecard for a Holiday Week

1. First, login to PRISMTRKS as EMPOXX

2. Submit a Defaulted Timecard for the period September 06, 2009 – September 12, 2009 which includes a holiday on Monday. (Regular work hours are 7.5, Monday-Friday)

3. Next, login to PRISMTRKS as EMPBXX

4. Submit a Non-Defaulted Timecard for the same period (September 06, 2009- September 12, 2009), including a holiday on Monday. (Regular work hours are 7.5, Sunday – Thursday)
Lab 1 Solutions: Submit a Defaulted & Non-Defaulted Timecard for a Holiday Week

- Login to PRISM as EMPOXX
- Choose the *PRISM TRKS Time* responsibility
- Click the *Time Entry* link

- Click the *Create Timecard* button
Lab 1 Solutions: Submit a Defaulted & Non-Defaulted Timecard for a Holiday Week

- Select the correct time period from the drop-down list in the Period field (September 06, 2009 – September 12, 2009)
- A defaulted Timecard will display with 7.5 hours of Holiday on Monday, and 7.5 hours worked on each of the days Tuesday – Friday
- Click the Continue button
Lab 1 Solutions: Submit a Defaulted Timecard for a Holiday Week

- Review the Time Entry and Details blocks of the Review page

- Click the Submit button

- Confirm the Timecard has been submitted successfully

- Click the Logout link
Lab 1 Solutions: Submit a Defaulted & Non-Defaulted Timecard for a Holiday Week

- Login to PRISM as EMPBXX
- Choose the PRISM TRKS Time responsibility
- Click the Time Entry link
- Click the Create Timecard button
Lab 1 Solutions: Submit a Defaulted & Non-Defaulted Timecard for a Holiday Week

- Select the correct time period from the drop-down list in the Period field (September 06, 2009 – September 12, 2009)

- Enter Holiday hours for Monday, and Hours Worked for the remainder of the week (7.5 hours, Sunday – Thursday)

- Click the Recalculate button

- Click the Continue button
Lab 1 Solutions: Submit a Non-Defaulted Timecard for a Holiday Week

- Review the Time Entry and Details blocks of the Review page
- Click the Submit button

- Confirm the Timecard has been submitted successfully
- Click the Logout link
Lab 2: Submit a Defaulted & Non-Defaulted Timecard with Holiday Worked

1. First, login to PRISMTRKS as EMPVXX

2. Submit a Defaulted Timecard for the period September 06, 2009 – September 12, 2009, which includes a holiday on Monday. The employee works 5 hours on the Monday holiday.

3. Next, login to PRISMTRKS as EMPVXX

4. Submit a Non-Defaulted Timecard for the same period (September 06, 2009 – September 12, 2009), including a holiday on Monday. The employee works 5 hours on the Monday holiday. (Regular hours worked are 7.5, Sunday - Thursday)
Lab 2 Solutions: Submit a Defaulted & Non-Defaulted Timecard with Holiday Worked

- Login to PRISM as EMPSXX
- Choose the PRISM TRKS Time responsibility
- Click the Time Entry link

- Click the Create Timecard button
Lab 2 Solutions: Submit a Defaulted & Non-Defaulted Timecard with Holiday Worked

- Select the correct time period from the drop-down list in the *Period* field (September 06, 2009 – September 12, 2009)
- A defaulted Timecard will display with 7.5 hours Holiday on Monday and 7.5 hours worked on Tuesday – Friday.
- Enter the 5 Hours Worked for Monday
- Click the *Recalculate* button (Total hours is 42.5)
- Click the *Continue* button
Lab 2 Solutions: Submit a Defaulted Timecard with Holiday Worked

- Review the *Time Entry* and *Details* blocks of the *Review* page
- Click the *Submit* button

- Confirm the Timecard has been submitted successfully
- Click the *Logout* link
Lab 2 Solutions: Submit a Non-Defaulted Timecard with Holiday Worked

- Login to PRISM as EMPVXX
- Choose the PRISM TRKS Time responsibility
- Click the Time Entry link

- Click the Create Timecard button
Lab 2 Solutions: Submit a Non-Defaulted Timecard with Holiday Worked

- Select the correct time *Period* from the drop-down list in the *Period* field (September 06, 2009 – September 12, 2009)

- Enter hours worked for Sunday and Tuesday – Thursday (7.5)

- On the second line, select the Hours Type Holiday, and enter 7.5 for Monday

- On the third line, select the Hours Type Holiday Worked, and enter 5 for Monday

  **Note:** A non-standard employee, entering time worked on a holiday, must add an additional line using the Hours Type of Holiday Worked, and record the number of hours worked on the holiday on that line.

- Click the *Recalculate* button

- Click the *Continue* button
Lab 2 Solutions: Submit a Non-Defaulted Timecard with Holiday Worked

- Review the *Time Entry* and *Details* blocks of the *Review* page
- Click the *Submit* button

- Confirm the Timecard has been submitted successfully
- Click the *Logout* link