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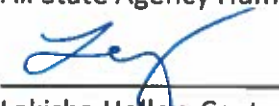
Olivia Padilla-Jackson
Cabinet Secretary

Donna Trujillo
State Controller
Director

MEMORANDUM

Date: March 11, 2020

To: All State Agency Human Resource Managers and Chief Financial Officers

From: 
Lakisha Holley, Central Payroll Bureau Chief

Subject: Holiday Pay and Grid

It has come to our attention that holiday pay is being interpreted incorrectly. Attached is a grid of how the system will calculate and pay or accrue holiday based on workgroup and schedule. The grid also maps the results if an employee works the holiday which results in comp time and the payroll earning code and description for each workgroup.

There are a few things to remember about holiday pay.

- a. Part-time employees do not get paid unless they are scheduled on the holiday.
- b. If AWOL is entered before or after the holiday, the employee will not get paid holiday.
- c. If no time is entered on the timesheet on the last scheduled workday before the holiday, holiday will not be calculated.
- d. If the holiday is a scheduled OFF day, employees belonging to a workgroup that accrues comp time will have the holiday accrued, not paid. In order to be paid, the employee has to have the holiday as a scheduled work day.
- e. To avoid items c and d above, managers or administrators need to Manage Schedules by temporarily changing the shift schedule for that day. Most of the time, the shift will need to be changed from OFF to something like 0800 or 1000 (8 hours or 10 hours).

If you should have any questions, please do not hesitate to contact the Central Payroll Bureau.

Workgroup	Holiday Sched Hours	Holiday Worked?	Holiday Hours Worked	Holiday TRC	TRC Hours	Comp Time Earned	Payroll Earning Code	Earning Code Description
CT40/80HRS	0	N	0	HOLAC	8	Holiday Accrued		
CT40/80HRS	8	N	0	HOLPD	8		HOL	State Holiday - Not Worked
CT40/80HRS	0	Y	8	HOLWK	8		HWS	Holiday Worked x 1.0
				HCMPE	12	Holiday Comptime		
CT40/80HRS	8	Y	8	HOLWK	8		HWS	Holiday Worked x 1.0
				HCMPE	12	Holiday Comptime		
OT40HRS	0	N	0	HOLAC	8	Holiday Accrued		
OT40HRS	8	N	0	HOLPD	8		HOL	State Holiday - Not Worked
OT40HRS	0	Y	8	HOLWK	8		HWS	Holiday Worked x 1.0
				HCMPE	12	Holiday Comptime		
OT40HRS	8	Y	8	HOLWK	8		HWS	Holiday Worked x 1.0
				HCMPE	12	Holiday Comptime		
OT40PAY	0	N	0	HOLAC	8	Holiday Accrued		
OT40PAY	8	N	0	HOLPD	8		HOL	State Holiday - Not Worked
OT40PAY	0	Y	8	HCMPC	8		HWK	Holiday Worked x 1.5
				HOLWK	8		HWS	Holiday Worked x 1.0
OT40PAY	8	Y	8	HCMPC	8		HWK	Holiday Worked x 1.5
				HOLWK	8		HWS	Holiday Worked x 1.0