

**From:** [WorkDay\\_DOT \[DOT\]](#)  
**To:** [DOT-AG-ALL STAFF-GL](#)  
**Subject:** Workday update – How to get paid for working on a holiday  
**Date:** Thursday, November 14, 2019 10:12:59 AM  
**Attachments:** [image008.png](#)  
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### Workday update – How to get paid for working on a holiday

Did you work on Veterans Day? Here’s a brief summary of how to report your time if you worked on the holiday. Keep this email handy since there are several holidays coming up that may require many of our employees to be on the clock due to winter weather.

**Note:** Holiday Banked and Holiday Compensatory (comp) time are both time you can put in a separate “bucket” from paid time that you can save to use at a later date.

#### **For employees eligible for overtime:**

You should record your worked time as Holiday Worked Hours and will receive your regular pay for all hours worked on a holiday. In addition, the system will automatically generate a time block for Holiday Premium that matches your worked hours which will pay at 0.5 your regular pay.

For the premium portion of your pay (0.5 x hourly rate for each hour worked) and the paid holiday time you have a few options:

1. You can get paid for the premium. Your total pay for the worked hours would then be 1.5 hours for each hour worked. (1.0 X hourly rate X Holiday Worked Hours) + (0.5 X hourly rate X Holiday Premium hours). This would be in addition to the Paid Holiday time off which is paid at regular rate of pay.

Mon 11/11  
Hours: 14.5

Veterans Day	
Paid Holiday	8
⌚ Not Submitted	
Holiday - Premium	
	6.5
⌚ Not Submitted	
Holiday – Worked Hours	
	6.5 Hours
⌚ Not Submitted	

Automatically created from Assigned Schedule

Automatically created from reporting Holiday - Worked

Entered worked hours on the holiday

2. You can choose Holiday Compensatory (comp) Time for your premium hours for future time off. Since Holiday Premium is paid out at ½ the regular pay rate, 1 hour of Holiday Premium converts to 0.5 hours of Holiday Comp, so you will need to enter ½ of the total Holiday Premium you want comp as “Holiday – Comp Time”. Example: If you want to convert 4.5 hours of the premium into holiday comp time, you would enter ½ of 4.5 which equals 2.25.

Mon 11/11  
Hours: 14.5

<b>Veterans Day</b>
<b>Paid Holiday</b> 8 ⌚ Not Submitted
<b>Holiday - Premium</b> 2 ⌚ Not Submitted
<b>Holiday - Comp Time</b> 2.25 Hours ⌚ Not Submitted
<b>Holiday - Worked Hours</b> 6.5 Hours ⌚ Not Submitted

Automatically updates after entering Holiday - Comp Time

Entered hours to comp the Holiday Premium as future time off. (2 hours of Holiday Premium = 1 hour Holiday Comp)

3. In addition to converting Holiday Premium into comp time, you can also bank the Paid Holiday up to the amount of hour worked on the holiday into a separate time off bucket. This is a straight 1 for 1 conversion, so you would enter how many hours you want to bank as Holiday Banked and the Paid Holiday will automatically be reduced by that amount.

Mon 11/11  
Hours: 11.5

**Veterans Day**

**Paid Holiday**

5

🕒 Not Submitted

Automatically updates after entering Holiday - Banked

**Holiday - Premium**

6.5

🕒 Not Submitted

**Holiday - Banked**

3 Hours

🕒 Not Submitted

Entered hours to bank Paid Holiday as future time off

**Holiday - Worked Hours**

6.5 Hours

🕒 Not Submitted

***For employees NOT eligible for overtime:***

Salaried employees not eligible for overtime but who worked the holiday are paid for the additional hours at their regular rate of pay for each hour worked. Salaried employees would enter "Worked Hours" for the hours worked on the holiday (notice this is slightly different from hourly). There is no premium for these workers. However, the option to bank your Paid Holiday is available. You can bank your paid holiday up to the number of hours worked for later use as paid time off.

To bank Paid Holiday time off for use later, record the hours worked as Worked Hours as a salaried employee and up to the same number of hours as Holiday Banked hours. Your Paid Holiday hours will automatically be reduced by the number of Holiday Banked.

Mon 11/11  
Hours: 5.5

Veterans Day

Paid Holiday

5.5

⌚ Not Submitted

Holiday - Banked

2.5 Hours

⌚ Not Submitted

Worked Hours

6 Hours

⌚ Not Submitted

Automatically updates after  
entering Holiday - Banked

Entered hours to bank Paid  
Holiday as future time off

*The Workday Team*

