2024 – 25 Holiday Update

Payroll Administration

Following are important instructions on how to time report and update the monthly calendar to generate holiday pay. These instructions must be followed for upcoming holidays.

For certificated and classified employees, legal and recess holidays are pre-designated on the SAP monthly calendar for the appropriate basis assignment of each employee. The legal holidays are designated on the SAP Monthly Calendar in red as a numeric value based on the assigned hours.

Holiday Calendar Bridging for Part-Time and Split Assignments (CL, CE, SM)

Employees who do not follow a regular Monday-Friday work pattern may not be in compliance with the District's holiday rule. The holiday rule states that in order to receive holiday pay, all eligible employees must be in paid status the immediate scheduled work day before or the subsequent scheduled work day after the holiday.

The work patterns of employees who are assigned to part-time or split assignments such as Library Aides and Financial Managers at middle schools, etc. must be carefully reviewed around each holiday to ensure that they receive the correct holiday pay. Because of their work pattern, they may need their monthly calendar bridged (updated).

Part-Time/Split assigned employees that DO NOT WORK the day before or after a holiday.

The time reporter **MUST** bridge the Monthly Calendar for employees who are <u>not scheduled</u> to work the day before or after the holiday by replacing the pre-designated daily working hour value (or "ON") with "**OFF**".

> ⓘ *Failure to practice holiday bridging for part-time and split-assigned employees may result in NO HOLIDAY PAY.*

The example below is for an employee who is not scheduled to work November 22th, the last regular work day before the Thanksgiving holiday, and their next scheduled work day falls on December 2nd, the Monday after the holiday. The calendar must be bridged for the employee to receive holiday pay on their check for the November pay period.

BEFORE

Person ID		
Job	24102680	LIBRARY AIDE / L
Assignment Hrs.	3.00	
WS rule	1CAPTJBB	TM status 1
Payroll area	SM Personnel area 1DXX Pers. subarea CSXX EE group G EE subgroup R1 Averag

The Daily Work Schedule (DWS) shows 11/21 and 11/22 as regular scheduled work days. However, the employees last day worked before the holiday is 11/21.

DWS	OFF	OFF	ON	ON	ON	ON	ON	OFF	OFF	Z0	Z0	Z0	ON	ON	OFF

Personnel Number

Data Entry Period 11/16/2024 – 11/30/2024   Week   46.2024   **Holiday**

Data Entry Area

LT	A/A...	Wag...	MU	P...	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30
⏱			H		0.00	0.00	3.00	3.00	3.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Σ			H		0.00	0.00	3.00	3.00	3.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	RG		H				3.00	3.00	3.00	3.00									

AFTER

Field	Value
Person ID	754262
Job	30 LIBRARY AIDE / L
Assignment Hrs.	3.00
WS rule	1CAPTJBB TM status 1
Payroll area	SM Personnel area 1DXX Pers. subarea CSXX EE group G EE subgroup R1 Average

DWS: OFF | OFF | ON | ON | ON | ON | OFF | OFF | OFF | Z0 | Z0 | Z0 | ON | ON | OFF

Personnel Number | Cost Ctr |
Data Entry Period 11/16/2024 – 11/30/2024   Week 46.2024

Holiday

> 11/22 has been changed to "OFF" in order to BRIDGE the calendar. The last scheduled work day before the holiday is now 11/21 so the holiday rule is satisfied and the employee will receive holiday pay for 11/28 and 11/29.

Data Entry Area

LT	A/A...	Wag...	MU	P...	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30
⏱		H			0.00	0.00	3.00	3.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Σ		H			0.00	0.00	3.00	3.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	RG	H					3.00	3.00	3.00	3.00									

The example below is of an employee that is not scheduled to work May 23rd, the last regular work day before the Memorial Day holiday.

BEFORE

Field	Value
Person ID	
Job	24102680 LIBRARY AIDE / L
Assignment Hrs.	3.00
WS rule	1CAPTJBB TM status
Payroll area	SM Personnel area 1DXX Pers. subarea CSXX EE group G EE subgroup R1 Average

DWS: ON | OFF | OFF | ON | ON | ON | ON | ON | OFF | OFF | ON | ON | ON | ON | O

Personnel Number | Cost Ctr |
Data Entry Period 05/16/2025 – 05/31/2025   Week 20.2025

Holiday

> The Daily Work Schedule (DWS) shows 5/22 and 5/23 as regular scheduled work days. However, the employee's last day worked before the holiday is 5/22.

Data Entry Area

LT	A/A...	Wag...	MU	P...	05/16	05/17	05/18	05/19	05/20	05/21	05/22	05/23	05/24	05/25	05/26	05/27	05/28	05/29	05/30
⏱		H			3.00	0.00	0.00	3.00	3.00	3.00	3.00	3.00	0.00	0.00	0.00	3.00	3.00	3.00	3.00
Σ		H			3.00	0.00	0.00	3.00	3.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	3.00
	RG	H			3.00			3.00	3.00	3.00	3.00						3.00	3.00	3.00

AFTER

Field	Value
Person ID	
Job	24102680 LIBRARY AIDE / L
Assignment Hrs.	3.00
WS rule	1CAPTJBB TM status
Payroll area	SM Personnel area

DWS: ON | OFF | OFF | ON | ON | ON | ON | OFF | OFF | OFF | ON | ON | ON | ON | O

Personnel Number | Cost Ctr |
Data Entry Period 05/16/2025 – 05/31/2025   Week 20.2025

Holiday

> 5/23 has been changed to "OFF" in order to BRIDGE the calendar. The last scheduled work day before the holiday is now 5/22 so the holiday rule is satisfied and the employee will receive holiday pay for 5/26.

Data Entry Area

LT	A/A...	Wag...	MU	P...	05/16	05/17	05/18	05/19	05/20	05/21	05/22	05/23	05/24	05/25	05/26	05/27	05/28	05/29	05/30
⏱		H			3.00	0.00	0.00	3.00	3.00	3.00	3.00	0.00	0.00	0.00	0.00	3.00	3.00	3.00	3.00
Σ		H			3.00	0.00	0.00	3.00	3.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	3.00
	RG	H			3.00			3.00	3.00	3.00	3.00						3.00	3.00	3.00

Holiday Time Maintenance for Certificated Employees

Time Entry for District and Legal Holidays for Adult Education and Home School Teachers

Holiday	Report A/A Code
All Legal Holidays	HO
Spring Break	HO
Winter Break	HO

Reporting Z -Time during Winter/Spring Break

If a certificated employee is entitled to both holiday and Z-time pay for hours worked during Spring or Winter Break, go to CAT2 - Data Entry Area and select and/or enter A/A type **RG**. Enter hours worked as appropriate. The time reporter **DOES NOT NEED TO CHANGE THE MONTHLYCALENDAR.**

NOTE: DO NOT report using RGZN attendance code.
            This code is used only when working Z-time during an ON-track day.

Holiday Time Maintenance for Classified Employees for Winter/Spring Break

Winter and Spring Break days are included as part of the basis days for non A-basis classified employees and are pre-loaded on the monthly calendar as winter **(WV*)** or spring **(SV*)** vacation days, based on assigned hours. They are **NOT** paid holidays for classified employees but are designated **"required vacation"** days.

The monthly calendar **canno**t be changed for employees displaying the **(WV*)** or **(SV*)** value. Therefore, the time keeper doesn't need to update the monthly calendar for classified employees, whether or not they work.

 However, time keepers must report an A/A type and hours during required vacation time for ALL non A-basis employees, regardless of whether the time is positively or negatively reported. Failure to report ANY time will result in NO PAY during the required vacation period.

Please follow the chart below to report time appropriately for ALL TMS 1 and TMS 9 non A-basis classified employees.

During Required Vacation, If Employee:	Report A/A Type:
Doesn't work and has available vacation hours	**VA**
Doesn't work and has NO available vacation hours	**UP**
Works **LESS THAN** daily work schedule (DWS) or APT during required vacation	**RG** for hours worked. **VA** for balance of DWS if available, **UP** if not.
Works hours EQUAL TO daily work schedule (DWS)	**RG**

For questions about holiday time reporting or general payroll questions, please contact Payroll Customer Services at (213) 241-2570.