

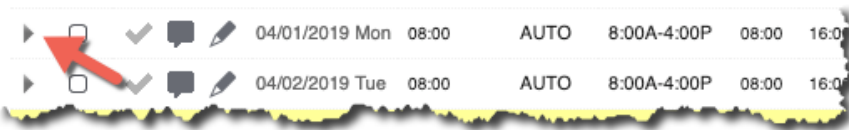
Adding Work Hours on a Statutory Holiday

Overview: UltiPro automatically calculates the standard holiday pay to be applied. Use this guide to add worked time (at time and a half; 1.5 x rate) to the holiday pay already earned.

Salaried Employee

Use these steps to add Statutory Holiday hours for a salaried employee who has worked the holiday.

1. In the employee time sheet view, click the arrow on the far left to expand that day's entry.



2. Depending on the shift type assigned to the employee, Work Code (WRK) and Break Codes (BRK) may or may not be displayed. Follow the steps below based on the time sheet view:
 - a) If the expanded entry displays **WRK** in the Time Code box, change it to **STAT PAY 1.5** by clicking the menu icon to the right of the entry and selecting **STAT PAY 1.5** from the list. Alternately, type **STAT PAY 1.5** directly into the Time Code box. To bank the worked hours, proceed to *Banking a Statutory Holiday* (on Page 2), otherwise, click **Save**.



- b) If the expanded entry is blank, manually add the entry by clicking **Add Work** then completing the **Start Time** and **End Time** fields. In the Time Code box, select **STAT PAY 1.5** from the list. To bank the worked hours, proceed to *Banking a Statutory Holiday* (on Page 2), otherwise, click **Save**.





Giving Hope Today



Hourly Employee

Use these steps to add Statutory Holiday hours for an hourly employee who has worked the holiday.

1. In the employee time sheet view, identify the Statutory Holiday date and then click the corresponding **Add New Clock** button (+).
2. In the Add New Clock dialog box, type the work start time in the Time box and click **Add**. Then, type the work end time in the next Time box and click **Add** again.
3. Click **Save**. To bank the worked hours, proceed to *Banking a Statutory Holiday*, below.



Note: If the Statutory Holiday does not appear on the correct and designated day, or if the Statutory Holiday appears but needs to be moved to a different day to account for an employee’s regular work schedule, refer to the job aid: *Revising a Statutory Holiday Date*.

Banking a Statutory Holiday

Employees may bank *only* the hours worked on the Statutory Holiday (they may not bank the premium). To bank worked hours, place a check mark in the **Bank Holiday** box to the far right of the entry then click **Save**.



In the Time Code box, the STAT PAY 1.5 entry will change to UBNKHOL:

