

# Using Holiday Leave to Reduce Holiday Hours for Part-Time Non-Exempt Employees

## Purpose

The system auto-applies with 8 Holiday Pay hours for leave-eligible employees. Departments should adjust worked hours to avoid exceeding FTE. For eligible part-time employees (0.50+ FTE) earned holiday pay must be adjusted according to the employee's FTE in accordance with UAP 3405: Holidays.

## Steps

- For part-time employees, calculate holiday hours:
- $FTE \times 8 \text{ Holiday Hours} = \text{Part-time Employee's Holiday Hours Earned}$ 
  - e.g.,  $0.6 \text{ FTE} \times 8 = 4.8 \text{ hours}$
- In the employee's timecard add a row to the day(s) designated as UNM observed holiday by clicking on the plus (+) icon to the left of the **Date**.

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount
+ ⊖	Thu 11/20										
+ ⊖	Fri 11/21										
+ ⊖	Sat 11/22										
+ ⊖	Sun 11/23										
+ ⊖	Mon 11/24										
+ ⊖	Tue 11/25										
+ ⊖	Wed 11/26										
+ ⊖	Thu 11/27									Thanksgiv...	8.00
+ ⊖	Fri 11/28									Thanksgiv...	8.00
+ ⊖	Sat 11/29										

- Use the **Pay Code** column to select **Holiday Leave**.
- Use the **Amount** column to add Holiday Hours earned, enter amount as a **negative**.

Out	Transfer	Pay Code	Amount	Shift
		Holiday Le...	-4.00	
		Thanksgiv...	8.00	
		Thanksgiv...	8.00	

- Click **Save** and repeat as needed.