

Holiday Scenarios Time Entry Scenarios Overview (Salaried Non-Exempt and Salaried Exempt Employees)

This Job Aid provides Employees, Timekeepers, and Administrators with scenarios for reporting and reviewing Holiday time on the Timesheet. These scenarios are applicable to both salaried non-exempt and salaried exempt employees. Agencies are responsible for ensuring productive hours and non-productive hours are accounted for during a pay period.

Note: The time entry scenarios as outlined in the Job Aid do not apply to VDOT.

General Guidance:

Cardinal will not generate the holiday when it falls on the employee's scheduled day off, even if the employee has a Set Work Schedule. The holiday must be entered/interfaced. The specific TRCs to use for each scenario are detailed in the tables to follow in this Job Aid.

All Holiday TRCs need to sum to the duration of the holiday for the employee, e.g., if an employee receives 8 hours of holiday, all Holiday TRCs should sum to 8 hours for that day. A rule will verify all TRCs related to holiday hours do not exceed the allowed holiday prorated hours for a day based on the employee's Job Data information for Holiday Schedule and Standard Hours. If the reported holiday hours exceed the allowed holiday hours, the medium exception VHOLMAX – "Holiday Hours exceeds Allowed" is generated by the Time Administration process to alert that a correction should be made to the Timesheet.

Holiday Time Reporting Codes (TRCs) for manual or interfaced entry and their usage:

Agencies using Cardinal Absence Management:

HOLM - Holiday: Used by or for employees with a Variable Work Schedule to manually enter the Holiday Hours

HOS - Holiday Straight Pay Extra: Used by or for employees when the Holiday falls on a scheduled day off or the employee is scheduled to work fewer hours than the Holiday (ex. Scheduled 4 Hours and the Holiday is a full day (8 Hours)) and the employee is eligible to be paid straight pay extra for the Holiday hours

HCS - Holiday Straight Earned: Used by or for employees when the Holiday falls on a scheduled day off or the employee is scheduled to work fewer hours than the Holiday (ex. Scheduled 4 Hours and the Holiday is a full day (8 Hours)) and the employee is eligible to earn Comp Leave for the Holiday hours

HNPM - Holiday Pay Docking: Used by or for employees with a Variable Work Schedule to manually enter pay docking when a non-exempt VPA employee has pay docking or donated leave on the scheduled day before or after the Holiday. This is applicable when the employee is not eligible to be paid for the Holiday and the relevant pay must be docked

Agencies using External Leave System:

HOLR - Holiday: Used by or for employees with a Variable Work Schedule to manually enter the Holiday hours

HOSR - Holiday Straight Pay Extra: Used by or employees when the Holiday falls on a scheduled day off or the employee is scheduled to work fewer hours than the Holiday (ex. Scheduled 4 hours and the Holiday is a full day (8 Hours)) and the employee is eligible to be paid straight pay extra for the Holiday hours

HCSR - Holiday Straight Earned: Used by or employees when the Holiday falls on a scheduled day off or the employee is scheduled to work fewer hours than the Holiday (ex. Scheduled 4 hours and the Holiday is a full day (8 Hours)) and the employee is eligible to earn Comp Leave for the Holiday hours

HNPR - Holiday Pay Docking: Used by or for employees with a Variable Work Schedule to manually enter pay docking when a non-exempt VPA employee has pay docking or donated leave on the scheduled day before or after the Holiday. This is applicable when the employee is not eligible to be paid for the Holiday and the relevant pay must be docked

Agencies using Cardinal TA:

- Holidays must be entered/interfaced when an employee has a Variable Work Schedule (a flexible Work Schedule where the employee is scheduled 24 hours a day, 7 days a week) because Cardinal does not know if it is a work day or a day off for the employee.
- Holidays do not need to be entered/interfaced when an employee has a Set Work Schedule and the holiday falls on a scheduled work day, because Cardinal will generate the holiday based on the employee's Work Schedule.
- Holidays do not need to be entered/interfaced when an employee has a Set Work Schedule and there is a partial day holiday. The partial day holiday hours will be generated by Cardinal and the agency must enter/interface the balance of productive or non-productive hours for that day.

Agencies using Cardinal AM:

- Salaried employees will have access to the Holiday Pay Docking TRC on the Timesheet to manually identify when Holiday No Pay instead of Holiday Pay is required.

- Cardinal will generate the Holiday Pay Docking TRC hours when an employee is in a VPA Position, is ineligible to receive the holiday pay, and the employee has a Set Work Schedule.

Agencies using an External Leave System:

- Salaried employees will have access to the Holiday Pay Docking TRC on the Timesheet to manually identify when Holiday No Pay instead of Holiday Pay is required.

Instructions to use this Job Aid:

1. Identify the holiday scenario that is most applicable.
2. Identify whether your agency is using Cardinal Absence Management or an external leave system. If you are unsure, check with your supervisor.
3. Determine whether you are entering time as or on behalf of an Exception Time Reporter or a Postive Time Reporter.
4. Identify whether you or the employee has a Variable Work Schedule or a Set Work Schedule. A Variable Work Schedule is a flexible Work Schedule where the employee is scheduled 24 hours a day, 7 days a week. A Set Work Schedule has predictable days and hours.
5. Review the rows in the scenario that match the criteria noted in Steps 2-4. Shaded cells and bold font indicate TRCs and hours generated by Cardinal. All other hours and TRCs must be manually entered online or interfaced.



Time & Attendance Job Aid

Holiday Time Entry Scenarios

Scenario - The employee is scheduled to work M-F; 8 hours/day. An 8 hour holiday falls on Friday. The employee does not work the holiday and receives 8 hours for the holiday.

Note: Shaded cells and bold font indicate TRCs and hours generated by Cardinal. All other hours and TRCs must be manually entered online or interfaced.

Absence Management	Time Reporter	Work Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Comments
Cardinal	Positive	Variable	REG - 8	REG - 8	REG - 8	REG - 8	HOLM - 8	The holiday must be entered/interfaced when the employee has a Variable Work Schedule and the agency is using Cardinal AM because Cardinal does not know if it is a work day or a day off.
Cardinal	Positive	Set	REG - 8	REG - 8	REG - 8	REG - 8	HOL - 8	The holiday does not need to be entered/interfaced when the employee has a Set Work Schedule, the agency is using Cardinal AM, and the holiday falls on a scheduled work day because Cardinal will generate the holiday from the employee's Work Schedule.
Cardinal	Exception	Set	SCHX - 8	SCHX - 8	SCHX - 8	SCHX - 8	HOL - 8	The holiday does not need to be entered/interfaced when the employee has a Set Work Schedule, the agency is using Cardinal AM, and the holiday falls on a scheduled work day because Cardinal will generate the holiday from the employee's Work Schedule.
External	Positive	Variable	REG - 8	REG - 8	REG - 8	REG - 8	HOLR - 8	The holiday must be entered/interfaced when the employee has a Variable Work Schedule and the agency is using an external leave system because Cardinal does not know if it is a work day or a day off.
External	Exception	Set	SCHX - 8	SCHX - 8	SCHX - 8	SCHX - 8	HOL - 8	The holiday does not need to be entered/interfaced when the employee has a Set Work Schedule, the agency is using an external leave system, and the holiday falls on a scheduled work day because Cardinal will generate the holiday from the Work Schedule.



Time & Attendance Job Aid

Holiday Time Entry Scenarios

Scenario - The employee is scheduled to work M-F; 8 hours/day. An 8 hour holiday falls on Friday. The employee works the holiday and also receives 8 hours for the holiday. Note: Shaded cells and bold font indicate TRCs and hours generated by Cardinal. All other hours and TRCs must be manually entered online or interfaced.

Absence Management	Time Reporter	Work Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Comments
Cardinal	Positive	Variable	REG - 8	REG - 8	REG - 8	REG - 8	HOLM - 8 OCS - 8*	The holiday must be entered/interfaced when the employee has a Variable Work Schedule and the agency is using Cardinal AM because Cardinal does not know if it is a work day or a day off. *The applicable TRC, e.g., OCS, OVS, OCT, OVT, is based on whether the employee is salaried exempt versus non-exempt, whether the employee has worked 40 productive hours in the FLSA period (assuming a 7 day, 40 hour FLSA period applies), and whether the hours are paid or earned leave. In this example, the employee has not reached 40 productive hours in the FLSA period and the hours are earned, therefore Comp Leave Earned (OCS) is used.
Cardinal	Positive	Set	REG - 8	REG - 8	REG - 8	REG - 8	HOL - 8 OCS - 8*	The holiday does not need to be entered/interfaced when the employee has a Set Work Schedule, the agency is using Cardinal AM, and the holiday falls on a scheduled work day because Cardinal will generate the holiday from the employee's Work Schedule. *The applicable TRC, e.g., OCS, OVS, OCT, OVT, is based on whether the employee is salaried exempt versus non-exempt, whether the employee has worked 40 productive hours in the FLSA period (assuming a 7 day, 40 hour FLSA period applies), and whether the hours are paid or earned leave. In this example, the employee has not reached 40 productive hours in the FLSA period and the hours are earned, therefore Comp Leave Earned (OCS) is used.
Cardinal	Exception	Set	SCHX - 8	SCHX - 8	SCHX - 8	SCHX - 8	HOL - 8 OCS - 8*	The holiday does not need to be entered/interfaced when the employee has a Set Work Schedule, the agency is using Cardinal AM, and the holiday falls on a scheduled work day because Cardinal will generate the holiday from the employee's Work Schedule. *The applicable TRC, e.g., OCS, OVS, OCT, OVT, is based on whether the employee is salaried exempt versus non-exempt, whether the employee has worked 40 productive hours in the FLSA period (assuming a 7 day, 40 hour FLSA period applies), and whether the hours are paid or earned leave. In this example, the employee has not reached 40 productive hours in the FLSA period and the hours are earned, therefore Comp Leave Earned (OCS) is used.
External	Positive	Variable	REG - 8	REG - 8	REG - 8	REG - 8	HCSR - 8* OCSR - 8*	The holiday must be entered/interfaced when the employee has a Variable Work Schedule and the agency is using an external leave system because Cardinal does not know if it is a work day or a day off. *The applicable TRC, e.g., Holiday Straight Earned (HCSR) or Holiday Straight Pay Extra (HOSR), is based on whether the hours are paid or earned leave. The applicable TRC, e.g., OCSR, OVS, OCTR, OVT, is based on whether the employee is salaried exempt versus non-exempt, whether the employee has worked 40 productive hours in the FLSA period (assuming a 7 day, 40 hour FLSA period applies), and whether the hours are paid or earned leave. In this example, the employee is salaried exempt, the hours are earned, therefore Holiday Straight Earned (HCSR) and Comp Leave Earned (OCSR) are used. If the employee was salaried non-exempt, either OCTR or OVT would be applicable because the employee would have worked greater than 40 hours in the FLSA period.
External	Exception	Set	SCHX - 8	SCHX - 8	SCHX - 8	SCHX - 8	HOL - 8 OCSR - 8*	The holiday does not need to be entered/interfaced when the employee has a Set Work Schedule, the agency is using an external leave system, and the holiday falls on a scheduled work day because Cardinal will generate the holiday from the employee's Work Schedule. *The applicable TRC, e.g., OCSR, OVS, OCTR, OVT, is based on whether the employee is salaried exempt versus non-exempt, whether the employee has worked 40 productive hours in the FLSA period (assuming a 7 day, 40 hour FLSA period applies), and whether the hours are paid or earned leave. In this example, the employee has not reached 40 productive hours in the FLSA period and the hours are earned, therefore Comp Leave Earned (OCSR) is used.



Time & Attendance Job Aid

Holiday Time Entry Scenarios

Scenario - The employee is scheduled to work M-Th; 10 hours/day. An 8 hour holiday falls on Friday, the employee's scheduled day off. The employee does not work the holiday and receives 8 hours for the holiday.

Note: Shaded cells and bold font indicate TRCs and hours generated by Cardinal. All other hours and TRCs must be manually entered online or interfaced.

Absence Management	Time Reporter	Work Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Comments
Cardinal	Positive	Variable	REG - 10	REG - 10	REG - 10	REG - 10	HCS - 8*	The holiday must be entered/interfaced when the employee has a Variable Work Schedule and the agency is using Cardinal AM because Cardinal does not know if it is a work day or a day off. *The applicable TRC, e.g., Holiday Straight Earned (HCS) or Holiday Straight Pay Extra (HOS), is based on whether the hours are paid or earned leave. In this example, the hours are earned, therefore Holiday Straight Earned (HCS) is used.
Cardinal	Positive	Set	REG - 10	REG - 10	REG - 10	REG - 10	HCS - 8*	The holiday must be entered/interfaced even though the employee has a Set Work Schedule and the agency is using Cardinal AM. Cardinal will not generate the holiday when it falls on the employee's scheduled day off. *The applicable TRC, e.g., Holiday Straight Earned (HCS) or Holiday Straight Pay Extra (HOS), is based on whether the hours are paid or earned leave. In this example, the hours are earned, therefore Holiday Straight Earned (HCS) is used.
Cardinal	Exception	Set	SCHX - 10	SCHX - 10	SCHX - 10	SCHX - 10	HCS - 8*	The holiday must be entered/interfaced even though the employee has a Set Work Schedule and the agency is using Cardinal AM. Cardinal will not generate the holiday when it falls on the employee's scheduled day off. *The applicable TRC, e.g., Holiday Straight Earned (HCS) or Holiday Straight Pay Extra (HOS), is based on whether the hours are paid or earned leave. In this example, the hours are earned, therefore Holiday Straight Earned (HCS) is used.
External	Positive	Variable	REG - 10	REG - 10	REG - 10	REG - 10	HCSR - 8*	The holiday must be entered/interfaced when the employee has Variable Work Schedule and the agency is using an external leave system because Cardinal does not know if it is a work day or a day off. *Since the agency in this scenario uses an external leave system, Holiday Straight Earned (HCSR) or Holiday Straight Pay Extra (HOSR) needs to be sent to Cardinal. In this example, the hours are earned, therefore Holiday Straight Earned (HCSR) is used.
External	Exception	Set	SCHX - 10	SCHX - 10	SCHX - 10	SCHX - 10	HCSR - 8*	The holiday must be entered/interfaced even though the employee has a Set Work Schedule and the agency is using an external leave system. Cardinal will not generate the holiday when it falls on the employee's scheduled day off. *Since the agency in this scenario uses an external leave system, Holiday Straight Earned (HCSR) or Holiday Straight Pay Extra (HOSR) needs to be sent to Cardinal. In this example, the hours are earned, therefore Holiday Straight Earned (HCSR) is used.



Time & Attendance Job Aid

Holiday Time Entry Scenarios

Scenario - The employee is scheduled to work M-Th; 10 hours/day. An 8 hour holiday falls on Friday, the employee's scheduled day off. The employee works the holiday and receives 8 hours for the holiday.

Note: Shaded cells and bold font indicate TRCs and hours generated by Cardinal. All other hours and TRCs must be manually entered online or interfaced.

Absence Management	Time Reporter	Work Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Comments
Cardinal	Positive	Variable	REG - 10	REG - 10	REG - 10	REG - 10	HCS - 8* OCS - 8*	The holiday must be entered/interfaced when the employee has a Variable Work Schedule and the agency is using Cardinal AM because Cardinal does not know if it is a work day or a day off. *The applicable TRC, e.g., Holiday Straight Earned (HCS) or Holiday Straight Pay Extra (HOS), is based on whether the hours are paid or earned leave. The applicable TRC, e.g., OCS, OVS, OCT, OVT, is based on whether the employee is salaried exempt versus non-exempt, whether the employee has worked 40 productive hours in the FLSA period (assuming a 7 day, 40 hour FLSA period applies), and whether the hours are paid or earned leave. In this example, the employee is salaried exempt, the hours are earned, therefore Holiday Straight Earned (HCS) and Comp Leave Earned (OCS) are used. If the employee was salaried non-exempt, either OCT or OVT would be applicable because the employee would have worked greater than 40 hours in the FLSA period.
Cardinal	Positive	Set	REG - 10	REG - 10	REG - 10	REG - 10	HCS - 8* OCS - 8*	The holiday must be entered/interfaced even though the employee has a Set Work Schedule when the agency is using Cardinal AM. Cardinal will not generate the holiday when it falls on the employee's scheduled day off. *The applicable TRC, e.g., Holiday Straight Earned (HCS) or Holiday Straight Pay Extra (HOS), is based on whether the hours are paid or earned leave. The applicable TRC, e.g., OCS, OVS, OCT, OVT, is based on whether the employee is salaried exempt versus non-exempt, whether the employee has worked 40 productive hours in the FLSA period (assuming a 7 day, 40 hour FLSA period applies), and whether the hours are paid or earned leave. In this example, the employee is salaried exempt, the hours are earned, therefore Holiday Straight Earned (HCS) and Comp Leave Earned (OCS) are used. If the employee was salaried non-exempt, either OCT or OVT would be applicable because the employee would have worked greater than 40 hours in the FLSA period.
Cardinal	Exception	Set	SCHX - 10	SCHX - 10	SCHX - 10	SCHX - 10	HCS - 8* OCS - 8*	The holiday must be entered/interfaced even though the employee has a Set Work Schedule and the agency is using Cardinal AM. Cardinal will not generate the holiday when it falls on the employee's scheduled day off. *The applicable TRC, e.g., Holiday Straight Earned (HCS) or Holiday Straight Pay Extra (HOS), is based on whether the hours are paid or earned leave. The applicable TRC, e.g., OCS, OVS, OCT, OVT, is based on whether the employee is salaried exempt versus non-exempt, whether the employee has worked 40 productive hours in the FLSA period (assuming a 7 day, 40 hour FLSA period applies), and whether the hours are paid or earned leave. In this example, the employee is salaried exempt, the hours are earned, therefore Holiday Straight Earned (HCS) and Comp Leave Earned (OCS) are used. If the employee was salaried non-exempt, either OCT or OVT would be applicable because the employee would have worked greater than 40 hours in the FLSA period.
External	Positive	Variable	REG - 10	REG - 10	REG - 10	REG - 10	HCSR - 8* OCSR - 8*	The holiday must be entered/interfaced when the employee has a Variable Work Schedule and the agency is using an external leave system because Cardinal does not know if it is a work day or a day off. *The applicable TRC, e.g., Holiday Straight Earned (HCSR) or Holiday Straight Pay Extra (HOSR), is based on whether the hours are paid or earned leave. The applicable TRC, e.g., OCSR, OVS, OCTR, OVT, is based on whether the employee is salaried exempt versus non-exempt, whether the employee has worked 40 productive hours in the FLSA period (assuming a 7 day, 40 hour FLSA period applies), and whether the hours are paid or earned leave. In this example, the employee is salaried exempt, the hours are earned, therefore Holiday Straight Earned (HCSR) and Comp Leave Earned (OCSR) are used. If the employee was salaried non-exempt, either OCTR or OVT would be applicable because the employee would have worked greater than 40 hours in the FLSA period.
External	Exception	Set	SCHX - 10	SCHX - 10	SCHX - 10	SCHX - 10	HCSR - 8* OCSR - 8*	The holiday must be entered/interfaced even though the employee has a Set Work Schedule and the agency is using an external leave system. Cardinal will not generate the holiday when it falls on the employee's scheduled day off. *The applicable TRC, e.g., Holiday Straight Earned (HCSR) or Holiday Straight Pay Extra (HOSR), is based on whether the hours are paid or earned leave. The applicable TRC, e.g., OCSR, OVS, OCTR, OVT, is based on whether the employee is salaried exempt versus non-exempt, whether the employee has worked 40 productive hours in the FLSA period (assuming a 7 day, 40 hour FLSA period applies), and whether the hours are paid or earned leave. In this example, the employee is salaried exempt, the hours are earned, therefore Holiday Straight Earned (HCSR) and Comp Leave Earned (OCSR) are used. If the employee was salaried non-exempt, either OCTR or OVT would be applicable because the employee would have worked greater than 40 hours in the FLSA period.



Time & Attendance Job Aid

Holiday Time Entry Scenarios

Scenario - The non-exempt employee is in VPA Position and scheduled to work M-F; 8 hours/day. An 8 hour holiday falls on Friday, and the employee does not work the holiday. However, the employee incurred a Leave No Pay (Pay Docking) situation the day before the holiday.

Note: Shaded cells and bold font indicate TRCs and hours generated by Cardinal. All other hours and TRCs must be manually entered online or interfaced.

Absence Management	Time Reporter	Work Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Comments
Cardinal	Positive	Variable	REG - 8	REG - 8	REG - 8	LNP - 8	HNPM - 8	Per DHRM policy, if a non-exempt VPA employee has pay docking or donated leave on the scheduled day before or after the holiday, the employee is not eligible to be paid for the holiday and the relevant pay must be docked. For Variable Work Schedule employees, hours will NOT be automatically generated from Cardinal Time and Labor, and therefore, Holiday No Pay needs to be sent to Cardinal through the TA756 Time Entry Upload. However, pay dock is handled manually through SPOT. In this scenario, the agency uses Cardinal AM and entered an Absence Take = LNP TAKE ELEM, Absence Reason = LNP for Thursday. The LNP (Leave No Pay) comes over from Cardinal AM.
Cardinal	Positive	Set	REG - 8	REG - 8	REG - 8	LNP - 8	HNP - 8	Per DHRM policy, if an employee has pay docking or donated leave on the scheduled day before or after the holiday, the employee is not eligible to be paid the holiday and the relevant pay must be docked. Hours will automatically be generated from Cardinal Time and Labor, and therefore, do not need to be sent to Cardinal through the TA756 Time Entry Upload. However, pay dock is handled manually through SPOT. In this scenario, the agency uses Cardinal AM and entered an Absence Take = LNP TAKE ELEM, Absence Reason = LNP for Thursday. The LNP (Leave No Pay) comes over from Cardinal AM. Since the employee has a Set Work Schedule, the Holiday No Pay was automatically generated for Friday.
Cardinal	Exception	Set	SCHX - 8	SCHX - 8	SCHX - 8	LNP - 8	HNP - 8	Per DHRM policy, if an employee has pay docking or donated leave on the scheduled day before or after the holiday, the employee is not eligible to be paid the holiday and the relevant pay must be docked. Hours will automatically be generated from Cardinal Time and Labor and pay dock is handled manually through SPOT. In this scenario, the agency uses Cardinal AM and entered an Absence Take = LNP TAKE ELEM, Absence Reason = LNP for Thursday. The LNP (Leave No Pay) comes over from Cardinal AM. Since the employee has a Set Work Schedule, the Holiday No Pay was automatically generated for Friday.
External	Positive	Variable	REG - 8	REG - 8	REG - 8	LNPR - 8	HNPR - 8	Per DHRM policy, if an employee has pay docking or donated leave on the scheduled day before or after the holiday, the employee is not eligible to be paid the holiday and the pay must be docked. Since the agency uses an external leave system, hours must be sent to Cardinal for tracking purposes, but pay dock is handled manually through SPOT.
External	Exception	Set	SCHX - 8	SCHX - 8	SCHX - 8	LNPR - 8	HNPR - 8	Per DHRM policy, if an employee has pay docking or donated leave on the scheduled day before or after the holiday, the employee is not eligible to be paid the holiday and the pay must be docked. Since the agency is using an external leave system, hours must be sent to Cardinal for tracking purposes, but all docking of pay will be handled manually through SPOT.



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Holiday Time Entry Scenarios

Scenario - The employee is scheduled to work M-F; 8 hours/day. A 4 hour holiday falls on Friday. The employee works a half day on the holiday.

Note: Shaded cells and bold font indicate TRCs and hours generated by Cardinal. All other hours and TRCs must be manually entered online or interfaced.

Absence Management	Time Reporter	Work Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Comments
Cardinal	Positive	Variable	REG - 8	REG - 8	REG - 8	REG - 8	HOLM - 4 REG - 4	The holiday must be entered/interfaced when the employee has a Variable Work Schedule and the agency is using Cardinal AM because Cardinal does not know if it is a work day or a day off.
Cardinal	Positive	Set	REG - 8	REG - 8	REG - 8	REG - 8	HOL - 4 REG - 4	The holiday does not need to be interfaced when the employee has a Set Work Schedule and the agency is using Cardinal AM because Cardinal will generate the holiday from the employee's Work Schedule.
Cardinal	Exception	Set	SCHX - 8	SCHX - 8	SCHX - 8	SCHX - 8	HOL - 4 REG - 4	The holiday does not need to be interfaced when the employee has a Set Work Schedule and the agency is using Cardinal AM because Cardinal will generate the holiday from the employee's Work Schedule. The Work Schedule will not generate productive hours on the holiday so the agency must enter/interface productive hours
External	Positive	Variable	REG - 8	REG - 8	REG - 8	REG - 8	HOLR - 4 REG - 4	The holiday must be entered/interfaced when the employee has a Variable Work Schedule and the agency is using an external leave system because Cardinal does not know if it is a work day or a day off.
External	Exception	Set	SCHX - 8	SCHX - 8	SCHX - 8	SCHX - 8	HOL - 4 REG - 4	The holiday does not need to be entered/interfaced when the employee has a Set Work Schedule and the agency is using an external leave system because Cardinal will generate the holiday from the employee's Work Schedule. However, the Work Schedule will not generate productive hours on the holiday so the agency must enter/interface productive hours worked.



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Holiday Time Entry Scenarios

Scenario - The employee is scheduled to work M-F; 8 hours/day. A 4 hour holiday falls on Friday. The employee works 8 hours on Friday.

Note: Shaded cells and bold font indicate TRCs and hours generated by Cardinal. All other hours and TRCs must be manually entered online or interfaced.

Absence Management	Time Reporter	Work Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Comments
Cardinal	Positive	Variable	REG - 8	REG - 8	REG - 8	REG - 8	HOLM - 4 REG - 4 OCS - 4*	The holiday must be entered/interfaced when the employee has a Variable Work Schedule and the agency is using Cardinal AM because Cardinal does not know if it is a work day or a day off. *The applicable TRC, e.g., OCS, OVS, OCT, OVT, is based on whether the employee is salaried exempt versus non-exempt, whether the employee has worked 40 productive hours in the FLSA period (assuming a 7 day, 40 hour FLSA period applies), and whether the hours are paid or earned leave. In this example, the employee is salaried non-exempt, has not reached 40 productive hours in the FLSA period, and the hours are earned, therefore Comp Leave Earned (OCS) is used.
Cardinal	Positive	Set	REG - 8	REG - 8	REG - 8	REG - 8	HOL - 4 REG - 4 OCS - 4*	The holiday does not need to be entered/interfaced when the employee has a Set Work Schedule and the agency is using Cardinal AM because Cardinal will generate the holiday from the employee's Work Schedule. *The applicable TRC, e.g., OCS, OVS, OCT, OVT, is based on whether the employee is salaried exempt versus non-exempt, whether the employee has worked 40 productive hours in the FLSA period (assuming a 7 day, 40 hour FLSA period applies), and whether the hours are paid or earned leave. In this example, the employee is salaried non-exempt, has not reached 40 productive hours in the FLSA period, and the hours are earned, therefore Comp Leave Earned (OCS) is used.
Cardinal	Exception	Set	SCHX - 8	SCHX - 8	SCHX - 8	SCHX - 8	HOL - 4 REG - 4 OCS - 4*	The holiday does not need to be entered/interfaced when the employee has a Set Work Schedule and the agency is using Cardinal AM because Cardinal will generate the holiday from the employee's Work Schedule. The Work Schedule will not generate productive hours on the holiday so the agency must enter/interface REG = 4. *The applicable TRC, e.g., OCS, OVS, OCT, OVT, is based on whether the employee is salaried exempt versus non-exempt, whether the employee has worked 40 productive hours in the FLSA period (assuming a 7 day, 40 hour FLSA period applies), and whether the hours are paid or earned leave. In this example, the employee is salaried non-exempt, has not reached 40 productive hours in the FLSA period, and the hours are earned, therefore Comp Leave Earned (OCS) is used.
External	Positive	Variable	REG - 8	REG - 8	REG - 8	REG - 8	HOLR - 4 REG - 4 OCSR - 4*	The holiday must be entered/interfaced when the employee has a Variable Work Schedule and the agency is using an external leave system because Cardinal does not know if it is a work day or a day off. *The applicable TRC, e.g., OCSR, OVS, OCTR, OVT, is based on whether the employee is salaried exempt versus non-exempt, whether the employee has worked 40 productive hours in the FLSA period (assuming a 7 day, 40 hour FLSA period applies), and whether the hours are paid or earned leave. In this example, the employee is salaried non-exempt, has not reached 40 productive hours in the FLSA period, and the hours are earned, therefore Comp Leave Earned (OCSR) is used.
External	Exception	Set	SCHX - 8	SCHX - 8	SCHX - 8	SCHX - 8	HOL - 4 REG - 4 OCSR - 4*	The holiday does not need to be entered/interfaced when the employee has a Set Work Schedule and the agency is using an external leave system because Cardinal will generate the holiday from the employee's Work Schedule. The Work Schedule will not generate productive hours on the holiday so the agency must enter/interface REG = 4. *The applicable TRC, e.g., OCSR, OVS, OCTR, OVT, is based on whether the employee is salaried exempt versus non-exempt, whether the employee has worked 40 productive hours in the FLSA period (assuming a 7 day, 40 hour FLSA period applies), and whether the hours are paid or earned leave. In this example, the employee is salaried non-exempt, has not reached 40 productive hours in the FLSA period, and the hours are earned, therefore Comp Leave Earned (OCSR) is used.



Time & Attendance Job Aid

Holiday Time Entry Scenarios

Scenario - The employee is scheduled to work M-Th; 10 hours/day. An 8 hour holiday falls on Monday. The employee does not work the holiday and receives 8 hours for the holiday.

Note: Shaded cells and bold font indicate TRCs and hours generated by Cardinal. All other hours and TRCs must be manually entered online or interfaced.

Absence Management	Time Reporter	Work Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Comments
Cardinal	Positive	Variable	HOLM - 8 VAC - 2	REG - 10	REG - 10	REG - 10	N/A	The holiday must be entered/interfaced when the employee has a Variable Work Schedule and the agency is using Cardinal AM. In this scenario, the employee enters 8 hours of HOLM and 2 hours of vacation (ABSENCE TAKE ELEM = VAC; ABSENCE REASON = VAC) to complete the 10 hour work day.
Cardinal	Positive	Set	HOL - 8 VAC - 2	REG - 10	REG - 10	REG - 10	N/A	The holiday does not need to be entered/interfaced when the employee has a Set Work Schedule and the agency is using Cardinal AM because Cardinal will generate the holiday from the employee's Work Schedule. In this scenario, the employee enters 2 hours of vacation (ABSENCE TAKE ELEM = VAC; ABSENCE REASON = VAC) to complete the 10 hour work day.
Cardinal	Exception	Set	HOL - 8 VAC - 2	SCHX - 10	SCHX - 10	SCHX - 10	N/A	The holiday does not need to be entered/interfaced when the employee has a Set Work Schedule and the agency is using Cardinal AM because Cardinal will generate the holiday from the employee's Work Schedule. In this scenario, the employee enters 2 hours of vacation (ABSENCE TAKE ELEM = VAC; ABSENCE REASON = VAC) to complete the 10 hour work day.
External	Positive	Variable	HOLR - 8 VACR - 2	REG - 10	REG - 10	REG - 10	N/A	The holiday must be entered/interfaced when the employee has a Variable Work Schedule and the agency is using an external leave system. In this scenarios, the employee enters 8 hours of HOLR and 2 hours of VACR.
External	Exception	Set	HOL - 8 VACR - 2	SCHX - 10	SCHX - 10	SCHX - 10	N/A	The holiday does not need to be entered/interfaced when the employee has a Set Work Schedule and the agency is using an external leave system because Cardinal will generate the holiday from the employee's Work Schedule. In this scenario, the employee enters 2 hours of VACR.



Time & Attendance Job Aid

Holiday Time Entry Scenarios

Scenario - The employee is scheduled to work M-F; 6,10,8,8,8 hours/day. An 8 hour holiday falls on Monday. The employee does not work the holiday and receives 6 hours for the holiday.

Note: Shaded cells and bold font indicate TRCs and hours generated by Cardinal. All other hours and TRCs must be manually entered online or interfaced.

Absence Management	Time Reporter	Work Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Comments
Cardinal	Positive	Variable	HOLM - 6 HCS - 2*	REG - 10	REG - 8	REG - 8	REG - 8	The holiday must be entered/interfaced when the employee has a Variable Work Schedule and the agency is using Cardinal AM because Cardinal does not know if it is a work day or a day off. *The applicable TRC for the additional 2 hours, e.g., Holiday Straight Earned (HCS) or Holiday Straight Pay Extra (HOS), is based on whether the hours are paid or earned leave. In this example, the hours are earned, therefore Holiday Straight Earned (HCS) is used.
Cardinal	Positive	Set	HOL - 6 HCS - 2*	REG - 10	REG - 8	REG - 8	REG - 8	The holiday does not need to be entered/interfaced when the employee has a Set Work Schedule and the agency is using Cardinal AM because Cardinal will generate the holiday from the employee's Work Schedule. *The applicable TRC, e.g., Holiday Straight Earned (HCS) or Holiday Straight Pay Extra (HOS), is based on whether the hours are paid or earned leave. In this example, the hours are earned, therefore Holiday Straight Earned (HCS) is used.
Cardinal	Exception	Set	HOL - 6 HCS - 2*	SCHX - 10	SCHX - 8	SCHX - 8	SCHX - 8	The holiday does not need to be entered/interfaced when the employee has a Set Work Schedule and the agency is using Cardinal AM because Cardinal will generate the holiday from the employee's Work Schedule. *The applicable TRC, e.g., Holiday Straight Earned (HCS) or Holiday Straight Pay Extra (HOS), is based on whether the hours are paid or earned leave. In this example, the hours are earned, therefore Holiday Straight Earned (HCS) is used.
External	Positive	Variable	HOLR - 6 HCSR - 2*	REG - 10	REG - 8	REG - 8	REG - 8	The holiday must be entered/interfaced when the employee has a Variable Work Schedule and the agency is using an external leave system because Cardinal does not know if it is a work day or a day off. *The applicable TRC, e.g., Holiday Straight Earned (HCSR) or Holiday Straight Pay Extra (HOSR) must be sent to Cardinal. In this example, the hours are earned, therefore Holiday Straight Earned (HCSR) is used.
External	Exception	Set	HOL - 6 HCSR - 2*	SCHX - 10	SCHX - 8	SCHX - 8	SCHX - 8	The holiday does not need to be entered/interfaced when the employee has a Set Work Schedule and the agency is using an external leave system because Cardinal will generate the holiday from the employee's Work Schedule. *The applicable TRC, e.g., Holiday Straight Earned (HCSR) or Holiday Straight Pay Extra (HOSR) must be sent to Cardinal. In this example, the hours are earned, therefore Holiday Straight Earned (HCSR) is used.