

## Veteran's Day 2020

Veteran's Day will be observed, **Wednesday, November 11, 2020**. Veteran's Day is a designated holiday for both university support staff and most unclassified employees; however, it is not a student holiday and classes will be in session.

**Any employee who accrues vacation leave is eligible for Veteran's Day. Most 9-month unclassified employees do not accrue vacation leave. Only those 9-month unclassified employees who are non-instructional accrue vacation leave, if in a benefit eligible position. See [KSU PPM Chapter 4860: Employee Leaves, Holidays, FMLA and other Absences for Employees of Kansas State University](#).**

Eligible University Support Staff and unclassified employees will receive holiday credit equal to the number of hours normally scheduled to work that day. Holiday Credit codes are - **HDC Holiday Credit 1.0 for Nonexempt or HDE Holiday Credit 1.0 for Exempt**. The holiday credit code should automatically appear in the time entry page for full-time employees. If the code is missing, add it and the appropriate hours for eligible employees.

### University Support Staff

In addition to holiday credit, ANY UNIVERSITY SUPPORT STAFF (USS) who works on Veteran's Day, regardless of FLSA status (exempt or nonexempt), will use HCP (Holiday Comp Time 1.5) or HDP (Holiday Pay 1.5) to record actual hours worked on the holiday. <<< [Refer to scenarios 1-4](#) >>>

### Unclassified Employees

Unclassified Board of Regent's employees who hold 9-month **non-instructional** or 12-month appointments and **who accrue vacation leave** are eligible for Veteran's Day.

In addition to HDE (Holiday Credit 1.0), **unclassified EXEMPT** employees who are required/ directed to work on the holiday will receive compensatory time at a straight rate to be used later. To accurately record the actual number of hours worked, use **HCC (Holiday Comp Time 1.0)**.

In addition to HDC (Holiday Credit 1.0), **unclassified NONEXEMPT** employees who are required/directed to work on the holiday will receive compensatory time at time and one-half rate. To accurately record the actual number of hours worked, use **HCP (Holiday Comp Time 1.5) or HDP (Holiday Pay 1.5)**. <<< [Refer to scenarios 5-7](#) >>>

### Hourly Student Employees

The earnings code SP1 (Student Employee - FLSA Covered) is used to record hours worked on the holiday. Hourly student employees do NOT receive extra compensation for working on the holiday. KSU PPM Chapter: <http://www.kstate.edu/policies/ppm/4720.html> <<< [Refer to scenario 8](#) >>>

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**Earnings Codes:** <http://www.k-state.edu/hcs/tools/hcs-liaisons/resources/hris-codes.html>

**Time and Leave Tips:** <http://www.k-state.edu/hcs/tools/hcs-liaisons/time-and-leave/index.html>

Scenarios appear on the following pages. NOTE THAT THE SCENARIOS BELOW SHOW A MONDAY HOLIDAY BUT VETERAN'S DAY IS WEDNESDAY, NOVEMBER 11, 2020.

**Scenario 1: University Support Staff, Exempt/Nonexempt, Regular, Full-Time Employee Works on the Holiday.** DO NOT delete the Holiday Credit row (HDC/HDE).

*HCT (Holiday Comp Time Taken - Non Exempt) will be recorded when a **NONEXEMPT** University Support Staff employee uses earned holiday compensatory time. HCE (Holiday Comp Time Taken - Exempt) will be recorded when an **EXEMPT** University Support Staff employee uses earned holiday compensatory time.*

Veteran's Day (USS Scenario 1)

Earn Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
HDC/HDE		8.00					
REG			8.00	8.00	8.00	8.00	
HCP/HDP		6.50					

Record Actual Hours Worked

**Scenario 2: University Support Staff, Nonexempt, TEMPORARY, Full-Time/Part-Time Employee Works on the Holiday.**

*University Support Staff TEMPORARY employees are not paid for a holiday unless the employee actually works on the holiday, HDC (Holiday Credit 1.0) will NOT be recorded. If the temporary employee works on the holiday, **HDP (Holiday Pay 1.5) will be used to record actual hours worked.***

Veteran's Day (USS Scenario 2)

Earn Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<del>HDC/HDE</del>							
REG			8.00	8.00	8.00	8.00	
HDP		8.00					

Record Actual Hours Worked

**Scenario 3: University Support Staff, Nonexempt, Regular, Full-Time Employee Works on the Holiday and Works Additional Hours within the Work Week -- FLSA is NOT Greater Than 40 Hours. DO NOT delete the Holiday Credit row (HDC or HDE). The employee will be paid for 41.50 hours (REG 33.50 and HDC 8) and will either earn 6.50 (1.5) = 9.75 hours holiday compensatory time to be used at a later date or be paid for 6.5 (1.5) = 9.75 hours. Using HDP (Holiday Pay 1.5), the employee will be paid for 41.50 hours plus 9.75 hours (hourly rate).**

Veteran's Day (USS Scenario 3)							
Earn Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
HDC/HDE		8.00					
					9.50		
REG			8.00	8.00	<del>8.00</del>	8.00	
HCP/HDP		6.50					
FLSA = 6.50   14.50   22.50   32.00   40.00							Paid
Hours = 8.00   16.00   24.00   33.50   41.50							
Holiday Compensatory Hours = 6.50 (1.5) = 9.75							

**Scenario 4: University Support Staff, Nonexempt, Regular, Full-Time Employee Works on the Holiday and Works Additional Hours within the Work Week -- FLSA is GREATER than 40 Hours. DO NOT delete the Holiday Credit row (HDC). Record HCP (Holiday Comp Time 1.5) or HDP (Holiday Pay 1.5) for actual hours worked on holiday. Use CME (Comp Time Earn 1.5) or OTP (Overtime Pay 1.5) to record actual hours worked over the FLSA limit (greater than 40).**

Veteran's Day (USS Scenario 4)							
Earn Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
HDC/HDE		8.00					
				9.00	8.50		
REG			8.00	<del>8.00</del>	<del>8.00</del>	8.00	
HCP/HDP		6.50					
CME/OTP						1.50	
							40.00
FLSA = 6.50   14.50   23.50   32.00   41.50							
Holiday Compensatory Hours = 6.50 (1.5) = 9.75							



**Scenario 7: Unclassified, Non-Exempt, 9- or 12-Month who accrues annual leave, is required/directed to work on the holiday.** This example displays HDC (Holiday Credit 1.0) for a full-time employee. Using HCP (Holiday Comp Time 1.5), the employee will earn holiday compensatory time. **HCT (Holiday Comp Time Taken – Non-Exempt)** will be recorded when a **NONEXEMPT UNCLASSIFIED** employee uses earned holiday compensatory time.

Veterans Day

Earn Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
HDC		8.00					
REG			8.00	8.00	8.00	8.00	
HCP or HDP		6.50					

Record Actual Hours worked

**Scenario 8: Hourly Student Employee Works on the Holiday.** The earnings code SP1 (Student Employee - FLSA Covered) is used to record the actual number of hours worked on the holiday. Hourly student employees do NOT receive extra compensation for working on the holiday. If an hourly student employee does not work on the holiday, no hours will be recorded. KSU PPM Chapter: <http://www.k-state.edu/policies/ppm/4720.html>

**Time Detail** Find First 1 of 1 Last

\*Earnings Type: SP1 StudentReg Dollar  Total Hrs:  + -

Amt:

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<input type="text"/>	<input type="text" value="4.00"/>	<input type="text" value="5.00"/>	<input type="text" value="4.00"/>	<input type="text" value="2.00"/>	<input type="text" value="3.75"/>	<input type="text"/>	18.75
<input type="text"/>	<input type="text"/>	<input type="text" value="4.75"/>	<input type="text" value="4.00"/>	<input type="text" value="2.00"/>	<input type="text" value="4.00"/>	<input type="text"/>	14.75