

## Biweekly 14 Holiday Reminders

- **Holidays in Biweekly 14 (12/23/19 – 1/5/20):** Tuesday Dec. 24, Wednesday Dec. 25, Thursday Dec. 26, Friday Dec. 27, and Wednesday Jan. 1.
- Holiday hours appear automatically in TIM for SHRA permanent employees with 50%, 75%, 80%, and 100% FTE.
- For SHRA permanent employees whose FTE percentage is not equal to 50%, 75% or 80% or 100%, TIM Administrators must select the 'Holiday' pay code and enter the pro-rated amount of holiday hours on the day with the holiday in the timecard.
- If an employee is not eligible to receive holiday hours, insert a row on the day with the holiday, select the 'Holiday' pay code, and enter a negative amount of hours in the timecard.
- Hours worked on a Holiday will automatically be calculated as Regular or Overtime. If the hours worked on the Holiday were required to be worked, insert a row, select the 'Holiday Premium' pay code, and enter the amount of hours worked on the holiday. Both the hours worked and Holiday Premium hours must appear in the timecard on the Holiday worked.
- Holidays may not appear in the timecard in advance. They will appear in the week in which they happen. Holidays do not appear in EHRA timecards.

### **\*University Closed Days in Biweekly 14\***

- **University Closed Days in Biweekly 14: Monday Dec. 30 and Tuesday Dec. 31**
- The University is closed and leave must be used on University Closed Days. Employees can use vacation leave, bonus leave, or earned compensatory time.
- If no leave hours are available, SHRA Non-Exempt employees will not enter anything in TIM for the hours missed and will not be paid for those hours. For SHRA Exempt and EHRA employees, a Dock in Pay action in ConnectCarolina via the Lump Sum ePAR should be processed. Please contact the ConnectCarolina help desk if you need assistance.

## Example SHRA Non-Exempt Full-Time Employee Timecard for Biweekly 14

### Week 1

Mon 12/23 8:01am – 4:02pm, 8 hours, *hours worked or leave hours entered*  
Tue 12/24 Winter Break Day 1, 8 hours\*  
Wed 12/25 Winter Break Day 2, 8 hours\*  
Thu 12/26 Winter Break Day 3, 8 hours\*  
Fri 12/27 Winter Break Day 4, 8 hours\*  
Sat 12/28  
Sun 12/29

**Week 1 Total: 40 hours**

### Week 2

Mon 12/30 Vacation, 8 hours, *leave hours entered for this University Closed Day*  
Tue 12/31 Vacation, 8 hours, *leave hours entered for this University Closed Day*  
Wed 1/01 New Year's Day, 8 hours\*  
Thu 1/02 8:02am – 4:03pm, 8 hours, *hours worked or leave hours entered*  
Fri 1/03 7:59am – 4:01pm, 8 hours, *hours worked or leave hours entered*  
Sat 1/04  
Sun 1/05

**Week 2 Total: 40 hours**

**Timecard Total: 80 hours**

\* Holiday hours are automatically given to SHRA employees with 100%, 80%, 75%, and 50% FTE in TIM.