

Holiday Pay Calculation for Non-Represented Non-Exempt Employees

Holiday pay for **eligible*** part-time non-exempt non-represented employees is determined using the quadriweekly pay cycle calculation. The quadriweekly cycle definition, for the purposes of holiday pay calculation, is defined as the two (2) biweekly pay periods immediately preceding the biweekly pay period in which the holiday occurs.

Please follow the instructions outlined below to ensure that holiday pay is calculated correctly for your Part-time non-exempt employees who are impacted by the FLSA Salary Level change. This one-time manual effort is necessary as TRS does not have any pay status hours for this group of employees for the two preceding biweekly pay periods. The holiday pay adjustments should be made in the employee's 11/20 – 12/3 compute paying out on 12/14/2016.

1. Calculate the hours on pay status during the two preceding bi-weekly pay periods (10/23 – 11/05, 11/06 – 11/19) to determine the hours on pay status.
2. Apply the pay status hours total to the appropriate column on the [Holiday Pay Table](#) to retrieve the corresponding earned holiday hours. For the purposes for calculating Thanksgiving Holidays, refer to the "1 Holiday 152 Hours" column as there was one holiday (Veteran's Day) in the preceding quadriweekly cycle.
3. Determine the total holiday pay = Earned Holiday Hours x 2 as there are two holidays in the 11/20 – 12/3 pay period.

PPS Adjustment Entry

1. In the "Next Function" enter "EDAT", select "Enter"
2. Once on the Depts. Adj Trans screen, enter the following:
 - a. Next Function – EDLR
 - b. ID or Name – Enter the employee's ID or name
 - c. Seq. No – Leave blank
 - d. Pay Cycle – the pay cycle the transactions are scheduled for (i.e. B1, B2, MO)
 - e. Pay End – the pay period end date of the transactions (ddmmyy)
 - f. Enter the differential payment using the Regular Pay (REG) Description of Service (DOS) code.

If you have any questions, please contact your central payroll office representative for additional assistance.

Regards,

UCI TRS Development Team (Accounting, Human Resources, Office of Information Technology)

For additional information please contact:

Laura Leshner, TRS Helpdesk, Accounting, llesher@uci.edu

** Per policy [PPSM-2.210: Absence from Work](#), part-time non-exempt employees on pay status 50 percent time or more of a month or quadriweekly cycle (excluding holiday hours) will receive holiday pay in proportion to the percentage of time they are on pay status. Part-time non-exempt employees on pay status less than 50 percent time of a month or quadriweekly cycle (excluding holiday hours) will not receive holiday pay. New or rehired part-time regular employees are not eligible for holiday pay for a holiday that occurs before the first day of their appointment or after they are separated from employment with the University.*