IS YOUR EMPLOYEE WORKING THIS LABOR DAY HOLIDAY?

Read below to understand how time and pay calculated

OVERVIEW: Beginning with the Labor Day holiday, all hours worked on premium holidays will be tracked differently for eligible union employees. All hours worked on a premium holiday will continue to be paid at time and one-half. The example employee schedule, pay calculation, and frequently asked questions below describe the change.

Employees Work Schedule: Timecard Hours Summary

HOLIDAY EXAMPLE: The 1st week: This employee worked 8 hours on the Labor Day holiday (Monday 9/7 Labor Day) and worked 8 hours Tuesday-Friday. The 2nd week: The employee worked 8 hours per day Monday to Friday. This employee has an hourly pay rate of $15.58

		SUN	MON	TUES	WED	THURS	FRI	SAT	Total Hours
Week 1	Hours Worked		8	8	8	8	8		40 REG (Regular) 8 HOP (Holiday Pay Premium) 8 OTS (Overtime Straight)
	Holiday		8 Holiday						
Week 2	Hours Worked		8	8	8	8	8		40 REG (Regular)
					Total Hours for the Biweekly Pay Period				80 REG 8 HOP 8 OTS

Description of Example above:

The 1st week: Employee received 8 hours of holiday. In addition the employee worked 8 hours on the holiday (Holiday Premium "HOP") paid at time and one-half for all hours worked on the holiday. Since the employee worked 40 hours in the work week and also received 8 hours of holiday (non time-worked) this employee also received 8 hours of overtime straight.

The 2nd week: The employee worked a total of 40 regular hours.

Total Pay Period: The total hours worked for week 1 and week 2 is 80 regular hours, 8 holiday premium (time and one-half) hours for working on the holiday, and 8 over-time straight hours for week 1.

Employees Pay

The example employee would get the following hours paid (example pay rate of $15.58):

In CalTime	Calculation of Pay	Employees Gross Pay Expected on Paycheck
80 Regular	80 REG (hrly rate X hrs)	80 REG Hours * $15.58 Pay rate = $1246.40
8 Holiday Pay Premium	8 HOP (hrly rate X hrs X 0.5)	8 HOP Hours worked on the holiday * $15.58 *0.5= $62.32
8 Overtime Straight	8 OTS (hrly rate X hrs)	8 OTS hours * $15.58 = $124.64
		Total Gross Pay = $1468.72

FREQUENTLY ASKED QUESTIONS

1. **What is a premium pay holiday?**
   It is a holiday stated in the union contract which requires employees that work on the premium holiday to be paid time and one-half their straight time rate of pay.

2. **What Bargaining Units are eligible for Premium pay for working on a Premium Holiday?**
   The following unions are eligible and have the holiday eligible for premium pay stated in their contract:

   Clerical Unit*Service Unit, Patient Care Technical Unit, Registered Nurses Unit, Health Care Professional Unit, Research Support Professional, Technical Unit.

3. **Why are hours worked on a premium holiday being tracked differently? Why was the Holiday Pay Premium pay code created (also known as HOP) created in CalTime?**
   The holiday pay premium code (HOP) was created to easily identify hours paid at time and one-half for working on a premium holiday.

4. **When an eligible employee works on a premium holiday, does the employee or supervisor need to take any action?**
   No. As long as the employee records the in and out time on Labor Day the CalTime system will automatically grant Holiday Pay Premium pay code for all hours worked on the holiday. If the supervisor needs to edit the in and out punch, the holiday pay premium hours will automatically adjust.

5. **Will the employee still be paid time and one-half for work on the premium holiday?**
   Yes, employees will continue to be paid time and one-half for all hours worked on holidays stated in the union contract.

6. **How are the hours worked on the "Premium" holiday paid?**

   The hours worked on the premium holiday will be paid as
   - Regular at the straight time rate (pay rate * 1.0)
     AND
   - Holiday Pay Premium (HOP) at one-half the employees straight rate of pay (pay rate * 0.5)

   The combination of the two above equals time and one-half.

7. **Why does the employees earning statement show "HOL PREM PAY" only paying one-half the straight time rate instead of 1.5 times my straight time pay rate?**
   "Hol Prem Pay" covers only a portion of the employees pay for working on the holiday. The other portion is covered by regular pay at the straight time rate. The combination of "Hol Prem Pay" and "Regular Pay" on the employees paycheck equals time and one-half

8. **Whom can I contact if I have questions regarding the hours on my employees timecard?**
   Employees should discuss the timecard with their supervisor. If additional assistance is needed, please contact your timekeeper by contacting campus-shared services via email at hrapscsshelp@berkeley.edu or call 510-664-9000, Option 3.

9. **If the employee did not work on the holiday will he see the Holiday Pay premium (HOP) on his paycheck?**

No. Holiday Pay Premium is time and a one-half the employees straight time rate of pay <u>for eligible employees that work on the holiday.</u>

10. **The employee receives a paper check, and it shows HOP, what is HOP?**

HOP is the three-letter code that represents Holiday Pay Premium for working on the holiday.

11. **What will my employees payroll earning statement look like?**

Pay Earning Statement Example

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EMPLOYEE ID NUMBER:    099999999    FEDERAL WITHHOLDING:  SINGLE       002 ALLOWANCES
                                    STATE WITHHOLDING:    SINGLE       002 ALLOWANCES
HOME DEPARTMENT NUMBER: SSSSSS      STATE ITEMIZED:                    000 ALLOWANCES


    EARNINGS STATEMENT ADDRESS:              PERMANENT ADDRESS:

        OSKI BEAR                                999 SUNRISE ST
        RESEARCH SUN SERVICES                    APT #22
        FPKSSP 2195 HEARST AVE                   BERKELEY        CA  94799

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NET EARNINGS OF $965.05 WILL BE AVAILABLE AS OF 09/23/15 IN ACCOUNT 000000XXXX AT BANK OF USAA
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EARNINGS DETAIL                     PAY PERIOD
PAY TYPE        TITLE               END DATE  PAY RATE  TIME      GROSS
HOL PREM PAY  CLERK SR OR SECR      09/12/15  15.5800   8.00 H    62.32
REGULAR PAY   CLERK SR OR SECR      09/12/15  15.5800  80.00 H  1,246.40
OVRTM-STRT    CLERK SR OR SECR      09/12/15  15.5800   8.00 H   160.00
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12. **Whom can the employee contact if she has questions regarding her paycheck?**

They may contact their timekeeper at campus-shared services via email at hrapscsshelp@berkeley.edu or call 510-664-9000, Option 3.

13. **What paycheck will my employee first see the holiday pay premium for working on the holiday?**

The employee will receive pay for all hours worked on Labor Day on check date 9/23/15 (pay period 8/30/15-9/12/15).