



Guidance

Work related to COVID-19 on a holiday

State holiday observance is automatically recorded on employees' timesheets. If the holiday is a normal workday and the employee does not work on that day, no entry is necessary.

If an annual or hourly employee who is time and attendance eligible works on a holiday they should follow the corresponding instructions below for recording COVID-19 work performed on a holiday when the employee works:

- 1) all of their regularly scheduled shift on a holiday,
- 2) only part of their regularly scheduled shift on a holiday,
- 3) on a holiday that falls on their pass day, or
- 4) on a holiday during hours that fall both within and outside the employee's normal work schedule for the day.

1. When an employee performs COVID-19 work during all of their regularly scheduled shift on a holiday, they must do the following:

- Delete the hours in the HOL-State Holiday row on that day.
- Complete the Day In/Day Out fields.
- Click Save.
- If the employee is eligible for holiday pay, the employee should complete a Holiday Payment in the LATS Payments Tab using the appropriate holiday payment code and record the hours for their normal workday. Employees may not record more hours as a holiday payment than their designated hours per day (either 7.5 or 8).
- Employees should record hours worked related to COVID-19 during this shift as regular COVID-19 hours using the guidance below – there is not a separate COVID-19 Holiday payment code.
- Employees should record any hours worked related to COVID-19 above an employee's designated hours per day (7.5 or 8) following the guidance below:
 - [COVID 19 OT Eligible](#)
 - [COVID 19 Extra Time and Extra Service](#)
 - [COVID 19 OT Ineligible Present/Absent Timesheets](#)
 - [COVID 19 OT Ineligible In/Out Timesheets](#)
- If the employee waives the holiday, the appropriate leave accruals are credited automatically.

2. **When an employee performs COVID-19 work during only part of their regularly scheduled shift on a holiday, they must do the following:**

- Delete the hours on that day in the HOL-State Holiday row.
- Enter the number of hours that the employee did not work in the HOL-State Holiday row. Example: If scheduled to work 8 hours that day and only work 2 hours, enter 6 hours in the HOL-State Holiday row.
- Complete the Day In/Day Out fields for time worked.
- Click Save.
- If the employee is eligible for holiday pay, complete the Payments Tab using the appropriate holiday payment code for the total hours you recorded as day in/out from the front of the timesheet. Any hours worked for COVID-19 during this shift must be recorded as regular COVID-19 hours in the Payment Tab on LATS-NY.
- If the employee waives the holiday, the appropriate leave accruals will be credited automatically.

3. **When an employee performs COVID-19 work on a holiday that falls on the employee's pass day, they must do the following:**

- If applicable, put a check mark in the AWS row for the day, if the system has not done so automatically.
- Remove the State Holiday row if the system has added it.
- Click Save.
- If the employee is eligible for holiday pay and is **overtime eligible**, complete the Payments Tab using the appropriate holiday payment code and record the hours worked up to your designated hours per day (7.5 or 8 hours).
- For employees who are designated to work 7.50 hours per day, any hours worked between 37.50 hours and 40 hours (OT eligible employees) on your pass day, will be recorded on the front of your timesheet as day in and day out, with the applicable earned non-comp row completed. If these hours are COVID-19 related, you will record a COVID-19 Regular Hours payment on the payments tab.
- For employees who work 8 hours per day or who have reached their 40 hours for the week, there will be no in and out times on the front of the timesheet and these will be recorded as COVID-19 Overtime on the payments tab only.
- If the employee is **overtime ineligible** all time worked should be recorded on the front of the timesheet and a corresponding holiday payment (HPA or HPH) would be recorded up to the employee's designated hours per day (7.5 or 8 hours). Any work at or above 47.5 hours in a week that is in relation to COVID-19 should be entered as COVID-19 OT on the payment tab as well.
- **PART TIME EMPLOYEES ONLY:**
 - Follow the guidance above and also add part-time paid extra time to the front of the timesheet.
 - If the employee has reached 40 hours in a work week, the employee should also add a COVID-19 OT entry in the payments tab only.

4. **When an employee performs COVID-19 work on a holiday during hours that fall both within and outside the employee's normal work schedule for the day, they must do the following:**

- For **overtime eligible** employees, record all hours worked within the regular shift as in/out times on the front of the timesheet.
- Enter the total number of hours the employee did not work during the regular shift in the HOL-State Holiday row. For example, if the individual is an 8 hours per day employee who works 7 hours on the holiday, and they work 5 hours within their regular shift and 2 hours outside of their shift, the employee must do the following on the front of the timesheet:
 - Record ins and outs for 5 hours within the regular shift with a corresponding COVID-19 Regular Hours entry on the payments tab, if applicable.
 - Record 3 hours (8 regular shift – 5 hours worked during regular shift = 3) in the HOL-State Holiday row.
 - Record 2 hours (work outside shift) of COVID-19 OT only in the payments tab if the work was in relation to COVID-19.
- For employees who work 7.50 hours per day, any hours worked between 37.50 hours and 40 hours (OT eligible employees) should be recorded on the front of the timesheet as day in and day out, with the applicable earned non-comp row completed. If these hours are COVID related, record a COVID Regular Hours entry on the payments tab.
- Click Save.
- Record a corresponding holiday payment (HPH or HPA) on the payments tab matching the ins and outs on the front of the timesheet up to the employee's designated hours per day (7.5 or 8 hours). For the example above, this would be for the 5 hours worked during the regular shift.
- Any work outside of the employee's regular shift that is for COVID-19 reasons must be recorded as a COVID-19 payment following the guidance below:
 - [COVID 19 OT Eligible](#)
 - [COVID 19 Extra Time and Extra Service](#)
 - [COVID 19 OT Ineligible Present/Absent Timesheets](#)
 - [COVID 19 OT Ineligible In/Out Timesheets](#)
- If the employee is **overtime ineligible**, record all time worked on the front of the timesheet and a corresponding holiday payment (HPA or HPH) up to the employee's designated hours per day (7.5 or 8 hours). The employee should also record any work at or above 47.5 hours in a week that is in relation to COVID-19 as COVID-19 OT on the payments tab as well.
- If the employee waives the holiday, the appropriate leave accruals are credited automatically.