NEW YORK STATE OF OPPORTUNITY. | **Office of General Services**
**Business Services Center**

# Guidance

## Holiday Payment Automation Module Reference Guide

**Full-Time Employees**

**If an employee is observing a holiday:**

The State Holiday observance row automatically populates on the timesheet. Unless there is work performed on the holiday, no further action is necessary.

**If the employee works their entire shift on a holiday:**

After the employee records time worked on the face of the timesheet*, remove the State Holiday row*. The LATS-NY system will automatically generate a payment reflecting the employee's base hours per day (7.5 or 8 hours). Payments will not reflect a lunch period (if applicable), as this is not as part of the payment. If the employee is holiday waived, the system will calculate and credit any accruals due.

**If the employee works a partial day within their regular shift on a holiday:**

After the employee records any time worked on the face of the timesheet, and the difference of their shift in the State Holiday row, the LATS-NY system will automatically generate a holiday payment reflecting the time worked on the face of the timesheet. Employees who are holiday waived will receive the appropriate accruals.

**If the employee works both inside and outside of their regular shift on a holiday:**

After the employee records all time worked, accounts for any hours from their regular shift and for observance of the holiday in the State Holiday row, the LATS-NY system will automatically generate a holiday payment reflecting any time worked as part of their 7.5 or 8 hour day (minus time observed). Any time worked outside or beyond their regularly scheduled shift is overtime (if eligible).

**For full-time employees only: If a holiday falls on a pass or non-working day and the employee works**:

After the employee both designates the day as a pass day (either by the system doing so automatically or the employee adding a check to the AWS box) and records any time worked, the LATS-NY system will automatically generate a holiday payment reflecting any time worked from the face of the timesheet. Employees who are holiday waived will receive the appropriate accruals.

September 10, 2020

**The LATS-NY system will only generate a payment for hours recorded on the face of the timesheet which fall on the holiday. If you are eligible for a holiday payment and need to record the shift on a day other than the holiday, a payment must be manually edited or added in the payments tab as defined in the "Completing a LATS Timesheet For Time Worked on a State Holiday" job aid.**

## Part-Time Employees

Employees who are part-time will continue to observe holidays in accordance with existing rules. If a holiday falls on a regularly scheduled workday, an eligible employee will complete their timesheet using the information outlined above. Please note, it may be necessary to add the State Holiday row to a timesheet in some scenarios.

### Sample of Auto Generated Payment

| Payment Type | Begin Date | Begin Time | End Date | End Time | Amount | Meals | Verified | Comments | Scheduled Holiday | Scheduled OT | OT Type | Editable |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| HPA | 09/05/2016 | 12:00 AM | 09/05/2016 | 12:00 AM | 7.50 | N/A | N | | ☐ | N/A | N/A | New ✏ Edit ✕ Delete |

Summary

| Payment Code | Description | Amount | Type |
|---|---|---|---|
| HPA | Holiday Pay | 7.5 | Hours |

- The Begin Time and End Time will automatically default to 12:00 AM
- The Payment will never generate more than base hours per day. If an employee works an alternate work schedule or compressed work week, the holiday payment generated cannot exceed 7.50 or 8 hours. Record any time worked beyond base hours per day on the face of the timesheet in LATS-NY.
- The holiday payment will only generate for hours which fall on the holiday. **If an agency requires employees to record a shift crossing midnight in LATS-NY based on start time, and the shift starts on the day before a holiday,** a holiday payment will not automatically generate for hours worked on the holiday. Employees in that scenario must follow the existing method of manually recording a payment.
- A holiday payment will calculate the difference of what you have entered in the holiday observance row and generate a payment. For example, if you enter 8 hours in the HOL-State Holiday observance row, no holiday payment will generate.

**NOTE: Payments should be edited on the face of the timesheet only, as any changes made to the payments tab will not result in a corresponding update to the face of the timesheet.**

September 10, 2020