

TRACKING HOURS WORKED ON THE LABOR DAY HOLIDAY

Read below to understand how time and pay is calculated

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

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. This change in recording procedure is intended to make it easier to record the time worked on the holiday without manual adjustments.

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 I 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 my earning statement show "HOL PREM PAY" only paying one-half my straight time rate instead of 1.5 times my straight time pay rate?

"Hol Prem Pay" covers only a portion of your 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 your paycheck equals time and one-half

8. **Whom can I contact if I have questions regarding the hours on my 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 hrapscsshhelp@berkeley.edu or call 510-664-9000, Option 3.
9. **If I did not work on the holiday will I see the Holiday Pay premium (HOP) on my paycheck?**
No. Holiday Pay Premium is time and a one-half the employees straight time rate of pay for eligible employees that work on the holiday.
10. **I get 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 payroll earning statement look like?**

Pay Earning Statement Example

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

NET EARNINGS OF \$965.05 WILL BE AVAILABLE AS OF 09/23/15 IN ACCOUNT 000000XXXX AT BANK OF USAA			

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



12. **Whom can I contact if I have questions regarding my paycheck?**
You may contact your timekeeper at campus-shared services via email at hrapscsshhelp@berkeley.edu or call 510-664-9000, Option 3.
13. **What paycheck will I first see the holiday pay premium for working on the holiday?**
You will receive pay for all hours worked on Labor Day on check date 9/23/15 (pay period 8/30/15-9/12/15).