



Holiday time off in Kronos

As a reminder, for those departments that are considered non-essential for direct patient care and opt not to open on Thursday, July 4, holidays must be reported as paid time off (PTO) in time and attendance for team members that have PTO available. Directors and above normally scheduled but not working on the holiday should be reported as LTO. Physicians normally scheduled but not working on the holiday should be reported as PV.

Holiday premium pay in Kronos

Prisma Health–Upstate will process holiday premium pay for Independence Day (Thursday, July 4) on Monday, July 8. Per policy S-103-15, only those team members who were required to work (team members who work in positions that regularly require staffing on July 4) are entitled to holiday premium pay. Team members who are not required to work but voluntarily elect to do so are not entitled to holiday premium pay. In order to process holiday premium pay correctly, please follow the instructions below:

Holiday premium pay in Kronos

Holiday premium pay will show in Kronos as HOL for team members who worked:

- Between 11 p.m. on Wednesday, July 3 and 11 p.m. on Thursday, July 4

Kronos will automatically compute the holiday premium for hourly team members when their clocked times fall during this time period. Hourly team members are those whose pay rule begins with D1-4, D5, D6, E1-4, E5, P1-4 and P5.

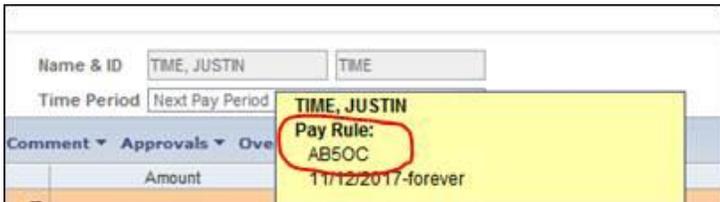
The HOL pay code will display in the totals and schedule tab at the bottom of the timecard. No timekeeper intervention is needed. If an hourly team member works during this time period, but is not required to work, please email payroll@PrismaHealth.org for further instructions.

Timekeeper intervention is required for salaried team members who were required to work during this time period. Please follow the steps below:

1. Erase the row containing the schedule times for the appropriate holiday worked.
2. Enter the IN and OUT times the team member actually worked.
3. In the transfer cell between the IN and OUT times go to the drop down. Go to search and choose the appropriate work rule.

Pay rule begins with	Holiday work rule
AB1-4	AB1-4 HOL
AB1-4MGT	AB1-4MGT HOL
AB5	AB5 HOL
AB6	AB6 HOL

When entering a work rule for a team member, it must match that team member's pay rule. A team member's pay rule can be found by hovering over their name. In the below example, the appropriate work rule for Justin Time would be AB5 HOL.



If you have any questions, please call the payroll hotline at 864-797-7PAY (7729).