Entering Exceptions at the Employee Level

Holiday Exceptions, also known as Holiday Pay, provide your agency with a way to enter an additional compensation to your employees for the holidays, whether mandated by the union based on their collective bargaining agreement or because this special compensation is part of the agency's policy. It can also be used as an incentive for employees to cover cases during these days.

There are three types of Holiday Rates:

Percentage- The employee's additional pay is expressed as a percentage of their base rate. For example 150% to signify time and a half 1.5.

Differential- Fixed amount in addition to the employee's regular pay. For example: $2 over their regular hourly rate.

Rate- Fixed amount instead of the employee's regular rate. For example $25 per hour (Holiday rate) instead of $23 (regular rate).

The Holiday Pay can be applied at four levels:

The Employee Level - Applies to all employees.

The Client/Service Level - Applies to employees that are covering a particular case.

The Contract Level - Applies to all employees working for a specific contract.

This document provides step-by-step instructions on how to add holiday pay at the employee level in the ProHealth Fiscal system.

Overview

A quick review of the steps to create holiday pay by employee:
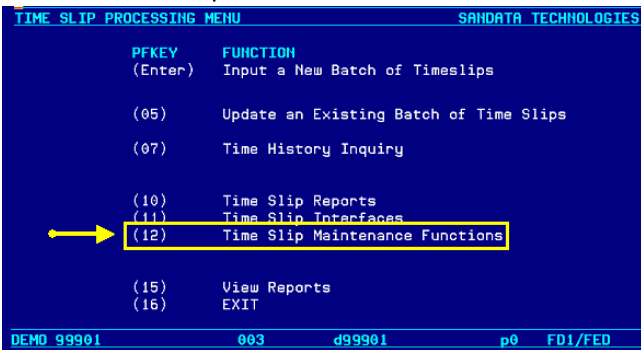
1. <F3> Time Slip Process
2. <F12> Time Slip Maintenance function
3. <F1> Payroll Exception Pay Maintenance
4. <F1> Exception Pay Maintenance
5. <F1> Rate Maintenance
6. Employee Path
7. Enter Employee Number
   <F8> To search by name then select a Employee
8. <Shift> + <F8> to add a holiday
9. Enter Eff date or Start DOS (Date of Service)
10. Enter End DOS (Date of Service)
11. Enter the Rate type and amount that applies
12. Enter the Work Code if applicable
13. <Enter> to confirm Changes
14. Print Holiday Exceptions:
    1. <Shift> + <F6> to return to the Exception Pay Maintenance Screen.
    2. <F11> to view the Employee Holiday Rates Report.
    3. Enter the Effective Date, Region, Location and Contract number, then press <Enter>
    4. <Shift> + <F5> to View Reports
    5. Select file
    6. <F7> to Print
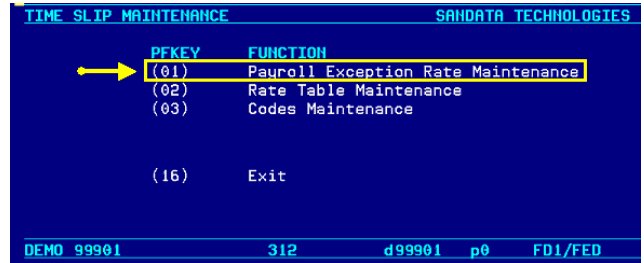
1. Select Time Slip Processing
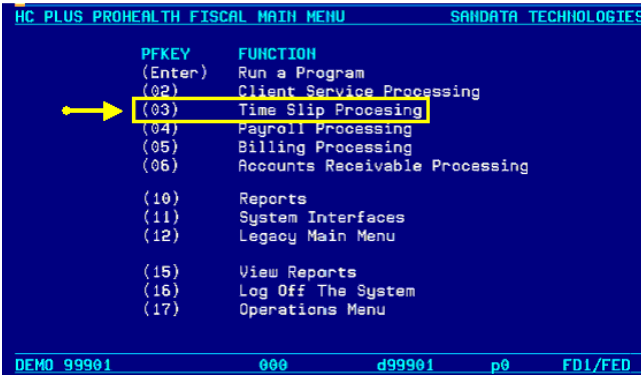
From the Main Menu, select Time Slip Processing
by pressing <**F3**>.

2. Select Time Slip Maintenance

From the Time Slip Processing Menu, screen
select Time Slip Maintenance Function by
pressing <**F12**>.
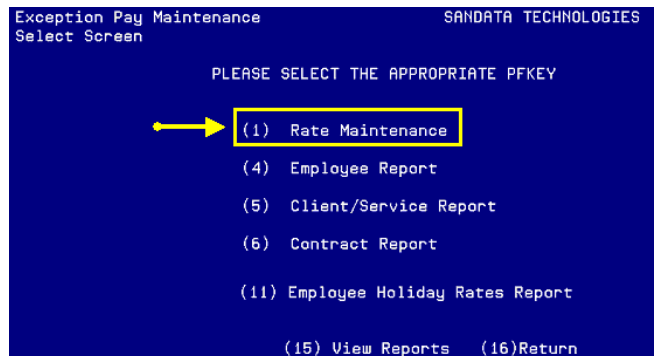
3. Select Payroll Exception Rate

From the Time Slip Maintenance screen, select the
Payroll Exception Rate Maintenance by pressing
<**F1**>.
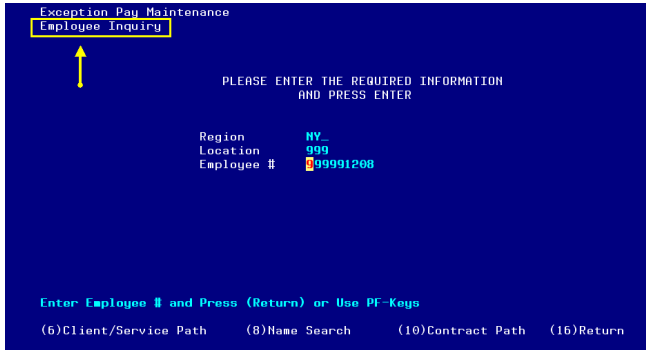
4. Select Exception Pay Maintenance
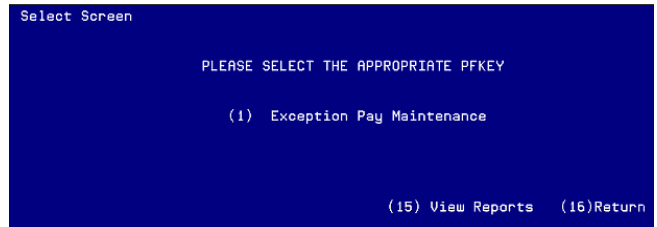
To select Exception Pay Maintenance, press <**F1**>.

5. Select Rate Maintenance

To begin setting up the Payroll Exceptions, select
Rate Maintenance by pressing <**F1**>.

6. Select the Employee Path

If "Employee Inquiry" is located under Exception Pay Maintenance on the top of the screen, press <**Enter**>.
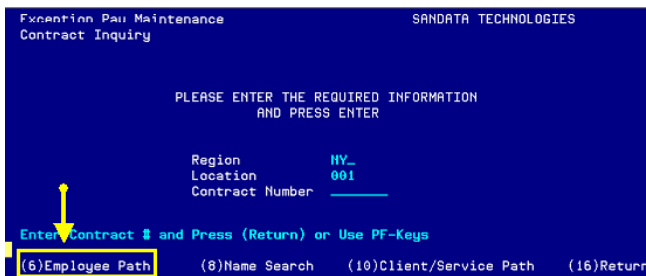
If "Employee Inquiry" is not located on the top of the screen, select the function key as directed on the bottom of the screen, to choose the Employee Path. In this example you are directed to press <**F6**>.

Once the Employee Inquiry is located under Exception Pay Maintenance on the top of the screen, press <**Enter**>.
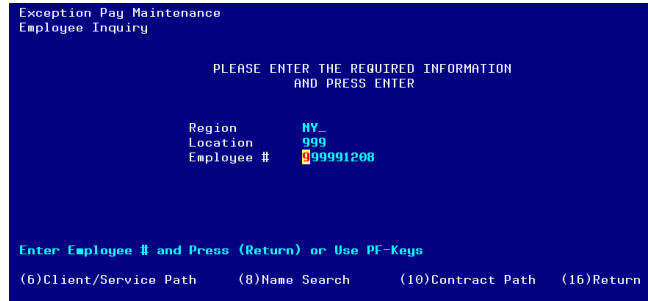
7. Employee Number

From the Employee inquiry screen, you can enter the Employee number.
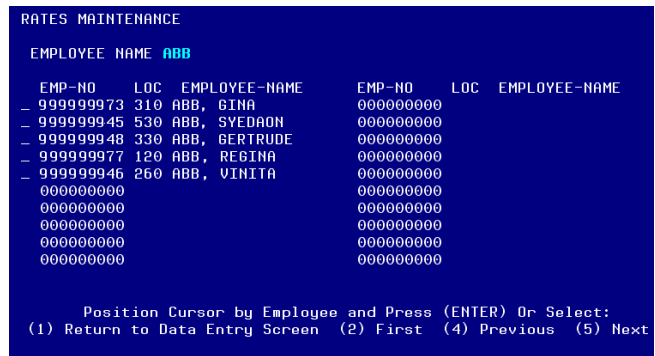
Press <**F8**> to reach the Search Name screen. Then type the employee or the first few letters.

A listing of the employee(s) will display. Select the correct employee by placing the cursor on the left side of the employee number.

8. Select Add Holiday
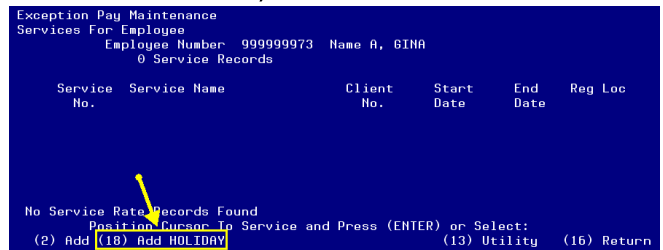
Once the employee is selected, press <**Shift**> + <**F8**> to add a holiday

9. Enter Effective Date

```
Add Client/Service                              AGENCY A
          Employee Number          Name ALL



          PLEASE ENTER THE REQUIRED INFORMATION
                    AND PRESS ENTER


          Region           NY_
          Location         001
          Client  Number   _____
          Service Number   _____
          Eff. Date        090511__



Make Required Changes and Press (Return) to Continue.
                              (8)Name Search      (16)Return
```

Enter the Start DOS (date of service) in the Eff. Date field then press <**Enter**>

10. Enter End DOS

```
001 REGISTRY                    Client      ALL
ALL EMPLOYEES                   Service     ALL
          Clsf ____             Exception Code ____
                    HOLIDAY / ADDITIONAL RATES
                  Start DOS 09/05/11 - End DOS 090511_

WORK/SHIFT  RATE    SAT    SUN    MON    TUE    WED    THU    FRI
CODE        TYPE
          RATE _  _____ _____ _____ _____ _____ _____ _____
__   1 RATE _  _____ _____ _____ _____ _____ _____ _____
__   2 RATE _  _____ _____ _____ _____ _____ _____ _____
__   3 RATE _  _____ _____ _____ _____ _____ _____ _____
__ HOLI RATE _  _____ _____ _____ _____ _____ _____ _____

APPLY TO EMPLOYEE BASE RATE _



Make Any Changes Required.  Press (ENTER) To Continue.
                                                (16)Return
```

Enter End DOS (date of service). This must be the <u>same</u> as the Start DOS (date of service) to ensure that the new rate applies only for the holiday date.

11. Edit Holiday Pay By Classification

```
001 REGISTRY                    Client      ALL
ALL EMPLOYEES                   Service     ALL
          Clsf HHA_             Exception Code ____
                    HOLIDAY / ADDITIONAL RATES
                  Start DOS 09/05/11 - End DOS 090511__

WORK/SHIFT  RATE    SAT    SUN    MON    TUE    WED    THU    FRI
CODE        TYPE
          RATE P  _____ _____ 150_ _____ _____ _____ _____
__   1 RATE _  _____ _____ _____ _____ _____ _____ _____
__   2 RATE _  _____ _____ _____ _____ _____ _____ _____
__   3 RATE _  _____ _____ _____ _____ _____ _____ _____
__ HOLI RATE _  _____ _____ _____ _____ _____ _____ _____

APPLY TO EMPLOYEE BASE RATE _



Make Any Changes Required.  Press (ENTER) To Continue.
                                                (16)Return
```

You may enter a Classification in the "Clsf" field to apply this holiday pay to the employees in that classification. Leave this field blank if the holiday pay applies to all the employees, regardless of their classification.

The Rate Type can be based on:
P- Percentage
D- Differential
R- Rate

Percentage- This is a percentage of their regular pay. For example: Enter "P" in the Rate type and 150 for time and a half.

Differential- This is a fixed amount that is paid in addition to their regular pay. For example: Enter "D" in the Rate type and "2" to pay $2 extra.

Rate- This is a fixed rate paid instead of their regular pay. For example: Enter "R" in the Rate type and $25 to pay all employees $25 on that day.

In this example the rate type is based on percentage. The percentage pay is written underneath the effective day of the week. 150 represents 1.5 or time and a half.

Therefore if the employee in the HHA classification is working on Labor Day they will receive time and a half pay.

12. Edit Holiday Pay Work Code

```
001 REGISTRY                     Client         ALL
ALL EMPLOYEES                    Service        ALL
          Clsf ▌___             Exception Code ____
                    HOLIDAY / ADDITIONAL RATES
                 Start DOS 09/05/11 - End DOS 09/05/11

WORK/SHIFT  RATE    SAT    SUN    MON    TUE    WED    THU    FRI
CODE        TYPE
        RATE _
HR    1 RATE P  _____ _____ 150.00 _____ _____ _____ _____
__    2 RATE _  _____ _____ _____ _____ _____ _____ _____
__    3 RATE _  _____ _____ _____ _____ _____ _____ _____
__ HOLI RATE _  _____ _____ _____ _____ _____ _____ _____

APPLY TO EMPLOYEE BASE RATE _

Make Any Changes Required.  Press (ENTER) To Continue.
                                                    (16)Return
```
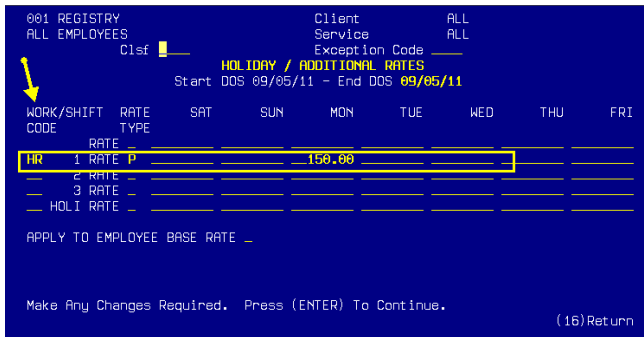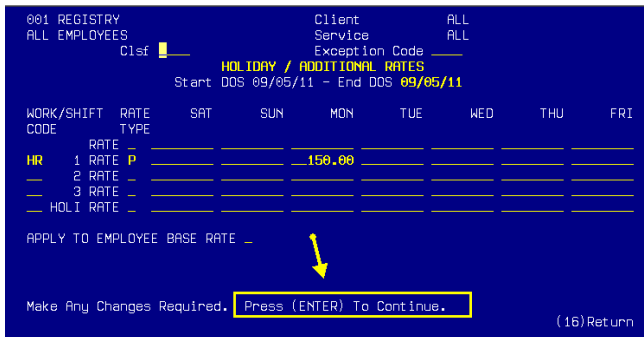
In addition, the system allows you to further specify how the holiday pay will be applied by entering a particular work code. Enter a work code to limit the pay to services with that work code or leave it blank to apply to all employees.
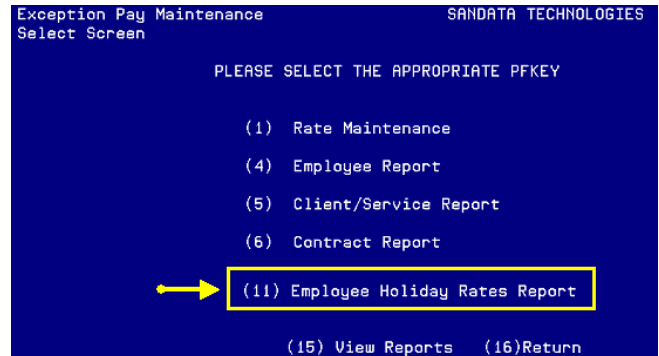
This example is based on Work Codes. Only employees with the work code "HR" or (Hourly) will receive holiday pay. Other frequently used work codes are "LI" – (Live In) and "MU" – (Mutual).

13. Confirm Changes

```
001 REGISTRY                     Client         ALL
ALL EMPLOYEES                    Service        ALL
          Clsf ▌___             Exception Code ____
                    HOLIDAY / ADDITIONAL RATES
                 Start DOS 09/05/11 - End DOS 09/05/11

WORK/SHIFT  RATE    SAT    SUN    MON    TUE    WED    THU    FRI
CODE        TYPE
        RATE _
HR    1 RATE P  _____ _____ 150.00 _____ _____ _____ _____
__    2 RATE _  _____ _____ _____ _____ _____ _____ _____
__    3 RATE _  _____ _____ _____ _____ _____ _____ _____
__ HOLI RATE _  _____ _____ _____ _____ _____ _____ _____

APPLY TO EMPLOYEE BASE RATE _

Make Any Changes Required.  Press (ENTER) To Continue.
                                                    (16)Return
```

Press <**Enter**> to confirm changes. The Add screen will be displayed and the edited Holiday Exception should now be visible.

14. Printing Holiday Exceptions Report

```
Exception Pay Maintenance              SANDATA TECHNOLOGIES
Select Screen

            PLEASE SELECT THE APPROPRIATE PFKEY

            (1)  Rate Maintenance

            (4)  Employee Report

            (5)  Client/Service Report

            (6)  Contract Report

            (11) Employee Holiday Rates Report

              (15) View Reports    (16)Return
```

1. Press <**Shift**> + <**F6**> until you reach the Exception Pay Maintenance Screen.

2. Press <**F11**> to view the Employee Holiday Rates Report.

3. Enter the Effective Date, Region, Location and Contract number, then press <**Enter**>. This function will generate and process the report.

4. To print select the View Reports Option by pressing <**Shift**> + <**F5**> simultaneously.

5. You will be prompted for your library; select a file to print by placing the cursor on the corresponding file.

6. Press the <**F7**> to Print.