Holiday flex hours for exempt employees

The below instructions walk you through the process of managing holiday leave for exempt employees:

- How to put a day of leave into an exempt employee’s holiday bucket
- How to apply a previously banked day of holiday leave to an exempt employee’s timecard

Please refer to SOP – Holidays for additional information about holidays.

How to put holiday leave into the “Holiday Flex” bucket for exempt employees

1. Log into Kronos and open the employee’s timecard.
2. Open the Totals tab by clicking on the Show/Hide More Content command near the bottom of the page.
3. Right-click on the Holiday line.
4. The Totals Actions pop-up window appears. Click on the Move Amount command.
5. Complete information in the Move Amount window as described below:
   - **Effective Date**: enter the date of the holiday
   - **Paycode**: select Holiday Flex from the dropdown menu
   - **Amount**: enter the number of hours that represent a full day of leave (usually 8 hours for a regular full-time exempt employee)
   - **Add Comment**: add an explanatory comment if desired.
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6. Click on the OK window to close.

![Image of Move Amount window]

7. Click on the Save command in the upper-right corner of the timecard.

8. Click on the Refresh command.

9. In the Totals area at the bottom of the timecard, a Holiday Flex line appears with the available number of hours.

![Table showing timecard details]

10. In addition, the holiday hours show in the Accruals tab as well.
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How to apply “Holiday Flex Used” to an exempt employee’s timecard

- If an exempt employee wants to use holiday flex leave, he/she should submit a written request to supervisor.
- The supervisor emails to confirm/deny the request and follows the steps below to apply the holiday flex leave, if approved.

1. Log into Kronos and open the employee’s timecard.
2. If necessary, use the navigation options in the upper-right corner to get to the week when the employee has asked to use the day of holiday leave.
3. Click on the plus (+) sign to the left of the date when the employee is using the holiday hours to create a new line on the timecard.
4. Click into the Pay Code cell for that new blank line and select Holiday Flex Used from the dropdown list.
5. Select and delete the In/Out punches for that day, so that the hours worked for the week are accurate.

6. Click on the Save command in the upper-right corner of the timecard.
7. Click on the Refresh command.
8. In the Totals area at the bottom of the timecard, a Holiday Flex Used line appears, reflecting the number of hours applied to the employee’s timecard.

Remove In/Out punches for the day the holiday leave is applied to the timecard.