

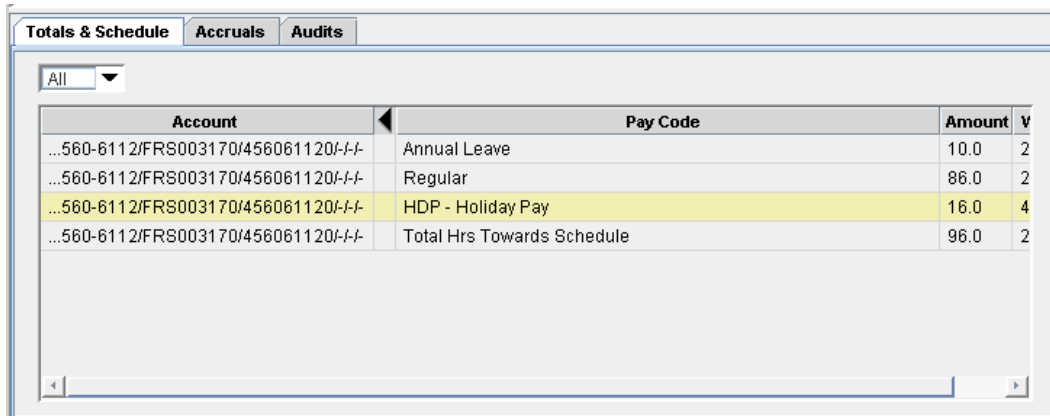
## Important Holiday Information - HDP to CLH Guidance for MCFRS Uniformed Staff

This document provides guidance to Uniform employees who receive **HDP – Holiday Pay** and would like to instead receive **CLH – Comp Lv Earned for Holiday**. The employee is required to request this change from their Manager.

Managers, you will need to perform a Pay Code Move on each employee timecard that would like to receive CLH instead of HDP.

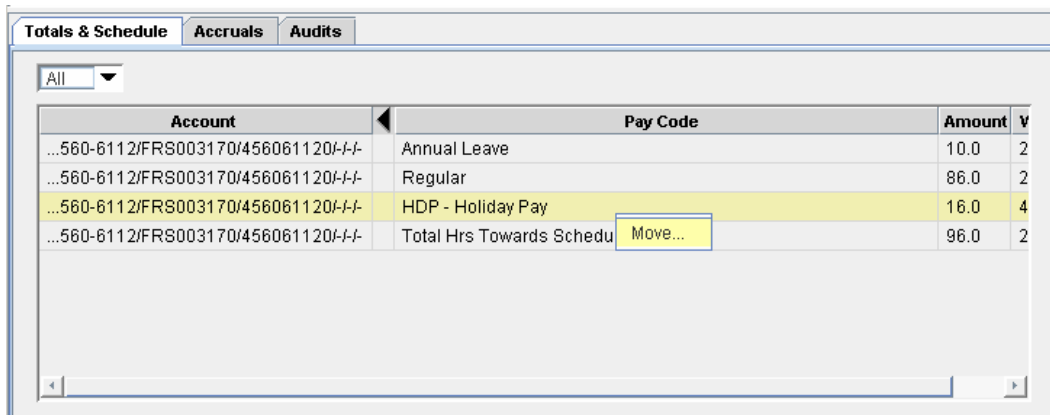
### Example:

An employee is going to receive 16 hours of HDP for the Holiday.



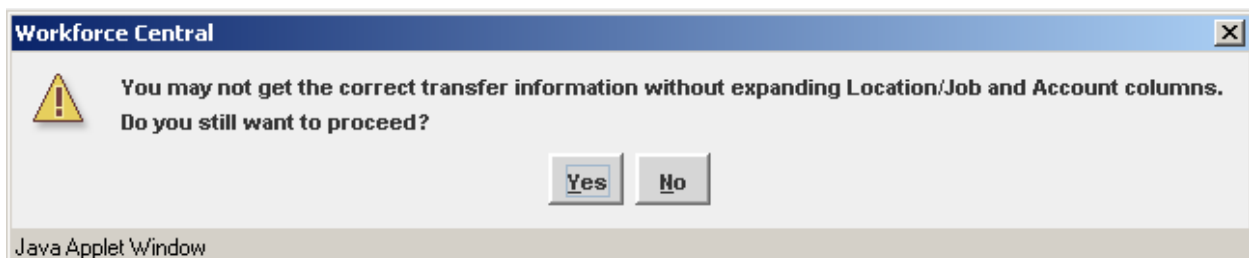
Account	Pay Code	Amount	V
...560-6112/FRS003170/456061120/---	Annual Leave	10.0	2
...560-6112/FRS003170/456061120/---	Regular	86.0	2
...560-6112/FRS003170/456061120/---	HDP - Holiday Pay	16.0	4
...560-6112/FRS003170/456061120/---	Total Hrs Towards Schedule	96.0	2

The manager will *right-click* on the HDP – Holiday Pay line in the Totals & Schedule Tab and select **Move...**



Account	Pay Code	Amount	V
...560-6112/FRS003170/456061120/---	Annual Leave	10.0	2
...560-6112/FRS003170/456061120/---	Regular	86.0	2
...560-6112/FRS003170/456061120/---	HDP - Holiday Pay	16.0	4
...560-6112/FRS003170/456061120/---	Total Hrs Towards Schedu	96.0	2

You will get prompted with a message if you would like to proceed. Click **Yes**.



In the **To:** section you will select the Pay Code **CLH – Comp Lv Earned for Holiday** from the drop-down menu and enter the number of hours the employee would like to receive as CLH. Double-check that the Effective Date correctly reflects the date of the Holiday. Click **OK**.

**Move Amount**

**From:**

**Pay Code:** HDP - Holiday Pay

**Amount (HH.hh):** 16.0

**Transfer:** ;45/4560-6112/FRS003170/456061120/-/...

**To:**

\* **Pay Code:** CLH - Comp Lv Earned ...

\* **Amount (HH.hh):** 16.0

\* **Effective Date:** 10/12/2009

**Transfer:**

Comments...

OK Cancel Help

Java Applet Window