

—SPS ALERT—

SPS Alert 217: Special Alert - December 23rd, Holiday Guidance

Release date: 12/16/2022

As the December 23, 2022 holiday was declared at a later date, please see the information below for how to handle any timesheet issues.

- **State Regular Employees** that submitted their timesheet before Friday, Dec. 16 must open the timesheet, make a change, save and resubmit to populate the new holiday. Prior to Dec. 16, the new holiday was not listed on the timesheet for pay period Dec. 14-Dec. 27.
 - **State Regular Employees** that were scheduled to use leave on Dec. 23, will receive the holiday and not be charged their leave time. Employees that had a leave request approved for Dec. 23, must submit a Leave Request Correction, have the Leave Request Correction approved, open the timesheet, make sure the Holiday is listed for that date and resubmit for approval.
 - **Contractual Employees** that were scheduled to work their regular scheduled hours on Monday, Dec. 23, 2022 should receive pay for the day. SPMS contractals should complete their timesheet with the regular work hours not to exceed their regularly scheduled day (as usual); **AND** place a note in the **Comments field** on the timesheet on the Friday, Dec. 23 row: **Paid Time Off for Christmas Eve Holiday (Observed)**.
 - **Contractual Employees** who were not scheduled to work will not get the holiday.
 - **Contractual Employees** who are scheduled to work AND REQUIRED to work will receive paid time off for another day. Agency Timekeepers must use the Holiday Comp Time Adjustment to grant these additional hours for the employee to use at a later date. Reminder: the employee will not be able to use the leave granted in the same period the adjustment is completed.
 - **Contractual Employees** that had already submitted their timesheets and left for the holidays, when the
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employee returns they can make the change to Dec. 23 and resubmit to be paid for their regular work hours for that day.

- **Prescheduled Holiday Employees**, an additional holiday will be added for 2022 for those able to schedule a day before the end of 2022. For employees unable to use the additional holiday in 2022, they will have the holiday added to the 2023 prescheduled hours balance.

SPS Special Alert 217a: REMINDER

Special Alert - December 23rd, Holiday Guidance

Release date: 12/20/2022

As the December 23, 2022 holiday was declared at a later date, please see the information below for how to handle any timesheet issues.

- **State Regular Employees** who have submitted their timesheet before Friday, Dec. 16 must open the timesheet, make a change, save and resubmit to populate the new holiday. Prior to Dec. 16, the new holiday was not listed on the timesheet for pay period Dec. 14-Dec. 27.
 - **State Regular Employees** who were scheduled to use leave on Dec. 23, will receive the holiday and not be charged their leave time. Employees that had a leave request approved for Dec. 23, must submit a Leave Request Correction, have the Leave Request Correction approved, open the timesheet, make sure the Holiday is listed for that date and resubmit for approval.
 - **Contractual Employees** who were scheduled to work their regular scheduled hours on FRIDAY, Dec. 23, 2022 should receive pay for the day. SPMS contractals should complete their timesheet with the regular work hours not to exceed their regularly scheduled day (as usual); **AND** place a note in the **Comments field** on the timesheet on the Friday, Dec. 23 row: **Paid Time Off for Christmas Eve Holiday (Observed)**.
 - **Contractual Employees** who were not scheduled to work will not get the holiday.
 - **Contractual Employees** who are scheduled to work AND REQUIRED to work will receive paid time off for another day. Agency Timekeepers must use the Holiday Comp Time Adjustment to grant these additional hours for the employee to use at a later date. Reminder: the employee will not be able to use the
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