

Cardinal HCM - Holiday Time Entry Scenarios DOF Quick Reference Guide

The handling of holiday hours depends on:

- When the holiday falls within your set schedule in Cardinal
- Whether you plan to schedule adjust
- How you plan to handle the holiday if worked

General Rule: If you are not taking the holiday ON the holiday (as designated by DHRM), you will have to “convert” those holiday hours to another leave type.

COMMON SCENARIOS

“The holiday falls on a day I would normally work and I plan to take the holiday.” Cardinal will add the holiday to your timesheet automatically. It will not appear on your timesheet calendar grid. You can view the holiday hours on the Payable Time tab below your timesheet grid.

Date	TRC	Description	TRC Type	Payable Status	Quantity
10/10/2022	HOL	Holiday	Hours	Salary Hold	8.00

“The holiday falls on a day I would normally work and I will be working instead of taking the holiday. I plan to schedule adjust later in the week.”

You will need to “convert” your holiday hours to comp leave hours. Cardinal will add the holiday to your timesheet automatically. On the same day, enter matching hours of Comp Leave Earned (TRC = OCS). These are added to your overall Comp Leave balance. You will then use the hours (TRC = CCL) to adjust your schedule throughout the week.

For example: Monday is a Holiday but you have to work. Cardinal has added 8 holiday hours to your timesheet. You “convert” those to Comp Leave Earned by adding another 8 hours of OCS. You take the holiday on Friday and enter 8 hours of CCL.

“The holiday falls on a day I would normally work and I will be working instead of taking the holiday. I plan to earn comp leave to use later in the year.”

You will need to “convert” your holiday hours to comp leave hours. Cardinal will add the holiday to your timesheet automatically. On the same day, enter matching hours of Comp Leave Earned (TRC = OCS). This will add the hours to your Comp Leave balance to be taken in the future. Comp Leave hours expire after one year.

“The holiday falls on a day I would not normally work but I plan to schedule adjust and take the holiday.”

Cardinal will *not* add the holiday to your timesheet. You will need to adjust your daily hours worked then add the holiday hours manually using TRC = HOLM.

“The holiday falls on a day I would *not* normally work and I do not plan to schedule adjust.”

Cardinal will *not* add the holiday to your timesheet. You will need to add the holiday hours manually using TRC = HCS. This will add the holiday hours to your Comp Leave balance to take later. Comp Leave expires after one year.