

Advanced Tracker Technologies Inc.

Additional Holiday Pay Rule Elements

Overview

This policy further refines the Holiday Pay Rule definition for holiday pay eligibility. Activation of this policy allows for user-defined addition checks during the Holiday Pay Run.

Note

Any reference to menu items within Employee Tracker assumes that the user is logged into the software with a properly privileged account.

Items laid out in this document have been deemed mandatory and failure to follow any of the steps mentioned will not allow for the modifications to work as expected.

The software makes no reparations for incorrect use.

Activation

To activate the policy, log into Employee Tracker as the MASTER user and go to the menu item “Policies” under the main menu “Utilities”. Locate the “Holiday Pay” category on the left and click on it. This will present all policies related to Holiday Pay. Now locate the “Additional Holiday Pay Rule Elements” policy on the right and double click it to activate. You will know it is activated when you see a check mark just to the left of the policy description.

Setup

With the policy activated, you can now refine the checks for each Holiday Pay Rule. Under the menu Setup->Holiday Pay Rules either highlight and [Edit] an existing rule, or click the [Add] button to start a new rule.

With activation of the policy, a new button will appear in the lower left of the Holiday Pay Rule definition, titled “Additional Elements”. This button will appear in one of two states. If the current rule you are viewing has additional pay rule elements defined, the text will appear green. If no additional elements are defined for the rule, the text will appear black.

Click the [Additional Elements] button to begin the setup of these new items. The main screen for the additional elements (shown to the right) has a couple of sections.

Additional Holiday Pay Rule Elements

Impose this rule the main Holiday Pay Rule 'Must Work' condition.

>> <<

And

Add Edit Delete

Ok Exit <<

First, the top line of text governs when the rule will come into play. The two options are “on failure of” and “in combination with”.

On Failure

If the additional elements are set to be invoked on failure of the main holiday pay rule “Must Work” condition, they will only be processed when the employee has not satisfied that “Must Work...Out Of” statement. Essentially, in this type of definition, the additional rule allows for an employee to still get their holiday pay if they pass the conditions of the additional elements, even after failing the main rule conditions.

In Combination

If the additional elements are set to be invoked in combination with the main holiday pay rule “Must Work” condition, the employee must pass both the main rule conditions as well as any defined additional elements.

Additional rule elements are administered via the [Add], [Edit] and [Delete] buttons under the left-most list. Click the [Add] button to see what kinds of details are contained in an additional element.

The first item required is a description, which can be up to 30 characters.

The next statement is the work horse of the additional elements. “Employee must work” a certain number of days “Out Of” a maximum threshold of days, either “Prior To” or “After” the holiday.

Additional Holiday Pay Rule Elements

Description

Employee must work Out Of Days The Holiday.

Eligible Days For Consideration:

- Saturday
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Working on an ineligible day should increase the attended day counter.

The next section covers which days will be included in the “Out Of” condition. You can have this set to follow the employees’ scheduled days by choosing “Use Schedule” or you can select the specific days of the week by choosing “Select”. Both options will make a pattern of days which the system needs to follow to determine the days to include.

The last option on the additional element definition screen is the “Working on an ineligible day should increase the attended day counter”. Say for example, you have a condition where an employee must work 1 of the 3 days after the holiday, and you only have Monday through Friday selected as Eligible Days For Consideration. If a holiday falls on a Friday, the employee must work either the

following Monday, Tuesday or Wednesday to comply. With this option turned on, the employees' attended day counter would increase if he/she worked the Saturday or Sunday as well.

With at least one additional rule elements defined, we can complete the setup. With the defined additional elements on the left, highlight one and click the [>>] button to move it across. Now that there is one element on the right side, the "And/Or" dropdown becomes enabled. This allows for chaining of elements together. For example, we could define a rule set which specified "The employee must work 1 of 7 days prior to the holiday AND The employee must work 1 of 3 days after the holiday".

Operation

With these additional holiday pay rule elements attached to the Holiday Pay Rules, processing of them is integrated into the standard Holiday Pay Run. If a failure occurs due to one of these new elements, the rejection log will indicate that.