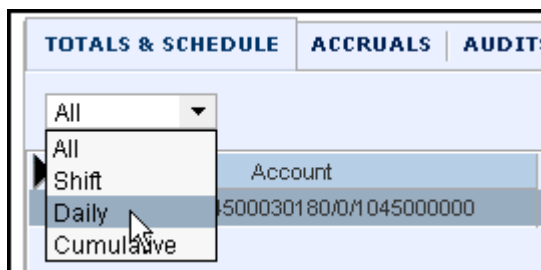
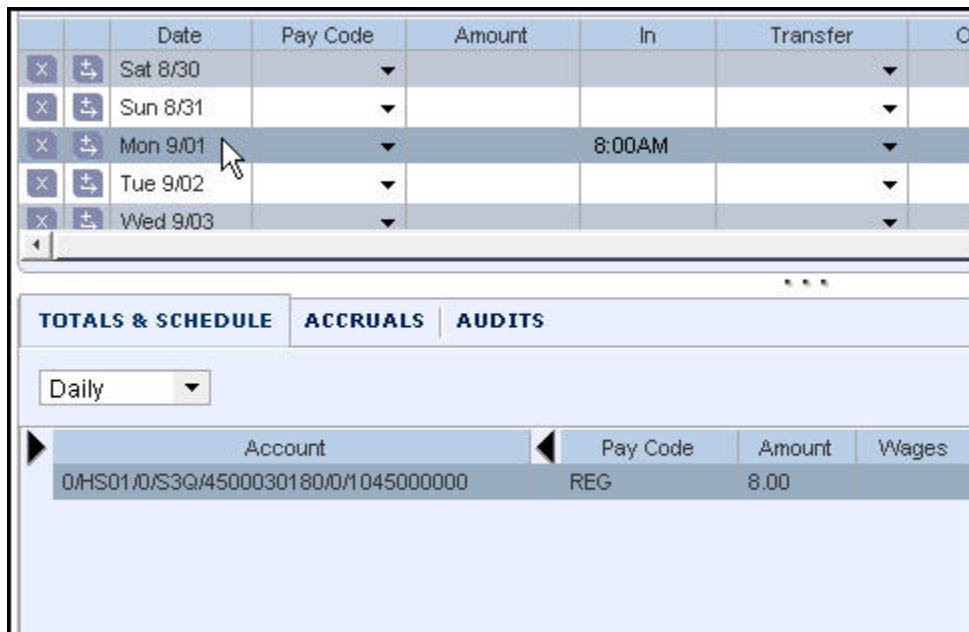


## Move Regular Hours to Holiday Premium

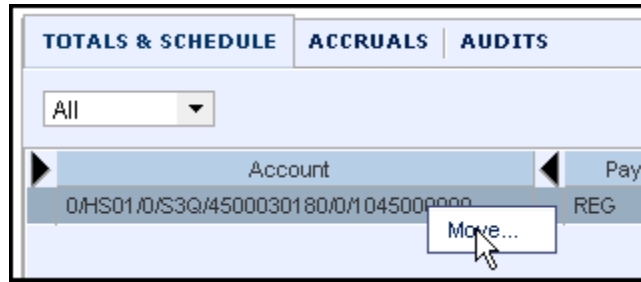
- If HOP pay does not automatically calculate for an employee when they work on a holiday, move the hours for that day from Regular to HOP
  - For this example, we use Labor Day, 9/1/2008.
- Open the employee's timecard.
- Under Totals and Schedules, change the All to Daily.



- On the timecard, highlight the row for the holiday.
- Under Totals and Schedules, the hours displayed will be from the highlighted day only.



- Right click on the line of REG hours.
- Click **Move**.



- This opens the **Move Amount** box.

- **Pay Code:** Select HOP.
- **Amount:** Enter # of hours worked on the holiday.
- **Effective Date:** Will automatically show as date selected on timecard.
- **Transfer:** Use only if hours are to be transferred to another labor account.
- **Comments:** Optional.
- Click OK.
- HOP hours should then show under Totals and Schedules.

Account	Pay Code	Amount	Wages
0/HS01/0/S3Q/4500030180/0/1045000000	HOP	8.00	