Holiday Pay Guidelines for Web Time Entry

Temporary Employees: All temporary non-exempt employees, including student employees, are eligible to receive Holiday pay when working on a university observed holiday. Eligible employees earn time-and-one-half for all hours worked on a university holiday.

Employees must receive prior supervisory approval before working on a university holiday. Working on a university holiday without supervisor approval may result in disciplinary action.

Entering Holiday Pay

Holiday hours need to be recorded as both Regular Time and Holiday Time.

- From the Employee Dashboard, select Enter Time from the My Activities section.
- Select the appropriate Pay Period under the correct job title and department from the list.
- Click the Pay Period date range to open the time sheet.
- Clock In / Out using Regular Time earn code, then edit your timesheet to add the Holiday Time if you have supervisor approval to work on a university holiday:
- Select Earn Code Student Hourly or Non-Student Hourly. Click the Clock In or Clock Out button to clock in/out as you normally would for a shift, then proceed to the editing your timesheet process below.

Editing your Timesheet to add the Holiday Time

It will be necessary to edit your timesheet and add hours worked on a university holiday to the Holiday Premium Pay Earn Code. Holiday hours should be the total hours you worked and recorded in Regular Time on your timesheet.

- Use the Add More Time option to add Holiday hours to the Holiday Premium Pay Earn Code.
- Select Earn Code Holiday Premium Pay.
- Select Add More Time.
- On the In Time / Out Time boxes, enter the time you started and ended working on the Holiday.
- Enter a comment: Add Holiday hours worked.