

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.

Pay Period	Hours/Units
Administrative Admin Assoc, STMP15-08, 1, 12600, OneIT-Financial Systems	
02/26/2023 - 03/11/2023	23.25 Hours

- 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.*

Earn Code	<input type="button" value="Clock In"/>	<input type="button" value="Clock Out"/>
<input type="text" value="Holiday Premium Pay"/>	<input type="text" value="hh:mm a"/>	<input type="text" value="hh:mm a"/>
<input type="button" value="Add More Time"/>		