

Web Time Entry – Holiday Pay

The following guidelines for entering holiday pay in web time entry apply to all non-exempt (hourly) staff:

Did not work on the Holiday

Non-exempt staff members with a schedule of 50% up to Full Time that did **not** work on the Holiday enter time as follows:

- Enter normal hours worked as Other Time Hours.
- Select Holiday as the Other Time Type.

Note:

- Employees that are scheduled to work on a Holiday and request to take the time off, if approved, will receive Holiday pay and should enter the time as noted above.
- Part-Time employees with a schedule less than 50% that do **not** work on a Holiday are not eligible for Holiday pay.

Work on the Holiday

Non-exempt Staff:

- Check the insert line box for the Holiday date and click submit. *Two rows for that holiday date will appear.*
- In the first row, enter normal scheduled hours as Other Time Hours and select Holiday as the Other Time Type.
- In the second row, enter actual hours worked as Other Time Hours and select Holiday Overtime as the Other Time Type.

Physical Plant:

- Enter actual hours worked as Holiday Overtime.
- Enter normal scheduled hours as Other Time Hours and select Holiday as the Other Time Type.

Note:

- Temporary employees and Non-exempt employees with a schedule less than 50% are not eligible for paid holidays.