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

Campus Safety and 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 Hours Worked.
- Enter normal scheduled hours as Other Time Hours and select Holiday as the Other Time Type.

Note:
- Temporary employees are not eligible for paid holidays.
- Non-exempt employees with a schedule less than 50% who work on a Holiday are eligible for Holiday pay according to the Campus Safety and Non-exempt staff guidelines above.