

HOLIDAYS IN EMPCENTER - PAGE 1

PART-TIME HOURLY EMPLOYEES


The "Holiday" pay code will not automatically appear on the time sheet for official University holidays (such as Thanksgiving, Christmas, July 4th, etc.) because the system does not know if the employee is normally scheduled to work that day.

RECORD HOLIDAY FOR PART-TIME HOURLY EMPLOYEE

If the part-time hourly employee normally works on the day of the week which the holiday falls, they are entitled to the same number of hours for the holiday as they normally work. Follow the instructions below to record the holiday time:

1. From the Dashboard, click on the link in the Time Entry frame for **Enter My Hours**.



2. On the day of the week for the holiday, select the pay code of "**Holiday**".
3. In the hours column, enter the total number of hours typically worked on the day (i.e. 4).
4. Press the  button.

5. The entry should look similar to the one below:

Date	Pay Code	Case ID	Combo Code	Hours	Comments	Total
Mon 11/25	Please Select:					
Tue 11/26	Please Select:					
Wed 11/27	Please Select:					
Thu 11/28	Holiday			4.00		4.00
Fri 11/29	Holiday			4.00		4.00
Sat 11/30	Please Select:					
Sun 12/01	Please Select:					
						8.00

FULL-TIME EMPLOYEES

The "Holiday" pay code will automatically appear on the time sheet for official University holidays (such as Thanksgiving, Christmas, July 4th, etc.). For example:

Date	Pay Code	Case ID	Combo Code	Hours
Mon 11/25	Please Select:			
Tue 11/26	Please Select:			
Wed 11/27	Please Select:			
Thu 11/28	Holiday			8.00
Fri 11/29	Holiday			8.00
Sat 11/30	Please Select:			
Sun 12/01	Please Select:			
				16.00

The manager should zero out holiday hours for any full-time employee who is on unpaid leave either the day before, the day after, or both.