

HOLIDAY PAY

Purpose: This document provides guidelines for entering holiday hours in Workday apply to all non-exempt (hourly) staff over 50%.

Staff Who Did Not Work On The Holiday

Non-exempt staff members with full time schedule:

Non-exempt staff member with a 50-95% schedule:

Staff Who Did Work On The Holiday

Non-exempt staff members with full time schedule:

Non-exempt staff member with a 50-95% schedule:

Staff Who Did Not Work On The Holiday

Non-exempt staff members with full time schedule:

The holiday hours will populate on the timesheet automatically.

Non-exempt staff member with a 50-95% schedule:

The holiday hours will populate on the timesheet automatically. You will then add another time block with the **Time Type of Holiday Adjustment** with a negative number of hours to reduce your holiday hours to match your shift.

Example: 7 holiday and -3 holiday adjustment to equal 4 hours of holiday pay.

The image shows a screenshot of the Workday interface. On the left, a summary for Monday, 9/2, shows 4 total hours. It lists a 'Time Period Lockout' from 08/26/2024 to 09/01/2024, 'Labor Day', 'Holiday' (7 hours, Not Submitted), and 'Holiday Adjustment' (-3 Hours, Not Submitted). On the right, the 'Enter Time' modal is open for 09/02/2024. The status is 'Not Submitted'. The 'Time Type' is set to 'Holiday Adjustment'. The 'Hours' field contains '-3'. There is a 'Details' section with a 'Comment' field and a 'View Details' button. At the bottom are 'Cancel', 'Delete', and 'OK' buttons.

Staff Who Did Work On The Holiday

Non-exempt staff members with full time schedule:

The holiday hours will populate on the timesheet automatically. You will then add another time block for Regular hours for the amount worked.

Example: 7 Holiday hours and 7 Regular hours worked for a total of 14 hours.

Mon, 9/2 Hours: 14
Time Period Lockout 08/26/2024 - 09/01/2024
Labor Day
Holiday 7 ⌚ Not Submitted
Regular 7 Hours ⌚ Not Submitted

Non-exempt staff member with a 50-95% schedule:

The holiday hours will populate on the timesheet automatically. You will then add another time block with the **Time Type of Holiday Adjustment** with a negative number of hours to reduce your holiday hours.

Example: 7 Holiday hours and -3 Holiday Adjustment to equal 4 hours of holiday pay. Then add another time block for hours worked as Regular.

Mon, 9/2 Hours: 8	Enter Time ✕
Time Period Lockout 08/26/2024 - 09/01/2024	09/02/2024
Labor Day	Status Not Submitted
Holiday 7 ⌚ Not Submitted	Time Type * ✕ Holiday Adjustment ☰
Holiday Adjustment -3 Hours ⌚ Not Submitted	Hours * <input type="text" value="-3"/>
Regular 4 Hours ⌚ Not Submitted	Details
	Comment <input type="text"/>
	<input type="button" value="View Details"/>
	<input type="button" value="Cancel"/> <input type="button" value="Delete"/> <input type="button" value="OK"/>