

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

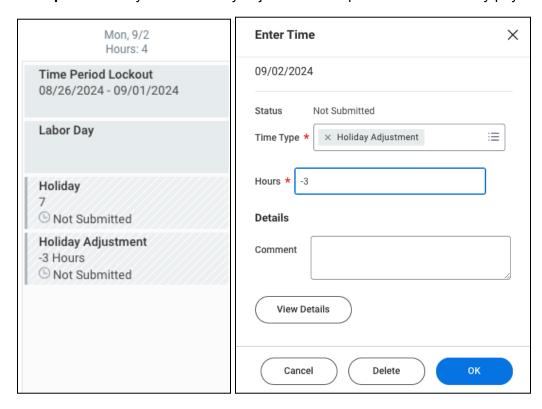
Non-exempt staff members with full time schedule:

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.







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.



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.

