Cornell University

Working on a Holiday

This quick reference will explain how to report hours worked on a University holiday.

If you are a non-union employee who is either a web-user or a clock-user, then:

- Record your time as you normally would, using "Regular" or a swipe,
- The system will default to 2.5x pay. There is no need to record any special time.

If you are eligible for another pay option (ex. union employees), and you are a web-users or a clock-user, then:

- Record your time via the web interface.
- First record your IN/Out time, use the time type of "Regular", then
- Add an additional time block, indicating your preferred option (ex. Holiday Payment Election: Paid at 1.5x-Paid Time Off Banked at 1.0x), add '1' to the hours field.
- **See example to the right.**