



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.**

A screenshot of a time reporting interface for a holiday. At the top, it shows 'Mon 1/15' and 'Hours: 9'. Below this, there is a section for 'Martin Luther King Jr. Day'. Underneath, there is a 'Holiday Payment Election: Paid...' section with '1 Hours' and a 'Not Submitted' status. Below that, there are two 'Regular' time blocks. The first is '8:00am - 12:00pm (Meal)' for '4 Hours' and 'Not Submitted'. The second is '12:30pm - 4:30pm' for '4 Hours' and 'Not Submitted'. The interface has a light blue background with a grid pattern.