Hourly/Part Time Employee Holiday Process
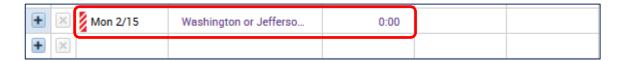
Part-time Employee

Part-time employees receive holiday credit based on their schedule. If the holiday falls on a scheduled workday and the employee is in pay status the day before and after, the holiday will be granted based on the scheduled number of hours for that day.

If the employee is not scheduled to work on the holiday, no credit will be granted.

Tue 7/03			7:45AM	2:45PM				7:00	7:00	7:00	7:45AM-2:45PM
Wed 7/04	4th Day of July	5:00							5:00	12:00	
											7:45AM-12:45PM
Thu 7/05			7:45AM	11:45AM				4:00	4:00	16:00	7:45AM-11:45AM

Hourly Employees

Hourly employees will not automatically receive Holiday credit. The timecard will have a placeholder displaying the Holiday, but no credit will be given to the employee. Therefore, the holiday will need to be manually added to the timecard for the **eligible** hourly employee.

+	✕	Mon 2/15	Washington or Jefferso...	0:00	
+	✕				

1. On the date of the holiday, select the **Insert Row** button.

2. Select **Holiday Earned** from the **Pay Code** drop-down list.

3. In the **Amount** column, key the number of hours for the holiday.

4. Select the **Save** button.

5. If the employee observed the holiday, insert a second row to the timecard and select **Holiday Taken** in the **Pay Code** column.

6. Enter the number of Holiday hours taken in the **Amount** column.
   Reminder: punches cannot be entered on the same line as the holiday.

7. Select the **Save** button.

NOTE: The Totals tab of the timecard displays the number of **Holiday Taken** hours and the **Holiday Earned** hours**.**