

HOLIDAY & CLOSURE PAY

Purpose: This document outlines the guidelines for entering holiday and closure hours in Workday, applicable to all non-exempt (hourly) staff working more than 50%.

HOLIDAYS

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

CLOSURE DAYS

Staff Who Did Not Work On The Closure Day

Non-exempt staff members with full time schedule

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

Non-exempt staff members with full time schedule that includes weekends

Staff Who Did Work On The Closure Day

Non-exempt staff members with full time schedule

Notes:



- The holiday and closure hours will populate on the timesheet automatically for Non-exempt staff members with a full time schedule.
- Non-exempt staff with a full time schedule with a weekend schedule will need to enter
 Closure Adjustment to be paid for that day.
- Temporary or part-time staff working less than 50% of a full-time schedule are compensated only for hours worked and do not receive closure or holiday pay. If you work during the closure, enter your regular hours worked.



HOLIDAYS

Staff Who Did Not Work On The Holiday

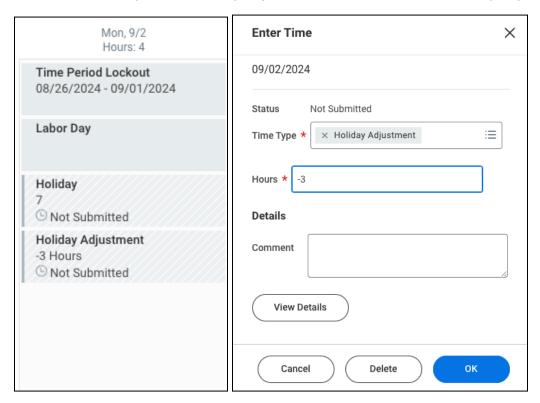
Non-exempt staff members with full time schedule:

The holiday hours will populate on the timesheet automatically.

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

Add a time block with the **Time Type** of **Holiday Adjustment** with a negative number of hours to reduce your holiday hours to match your shift. The rest of the week populates with the Holiday & Closure schedule.

Example: 7 Holiday and -3 Holiday Adjustment to equal 4 hours of Holiday pay.





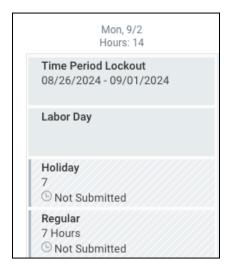


Staff Who Did Work On The Holiday

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.

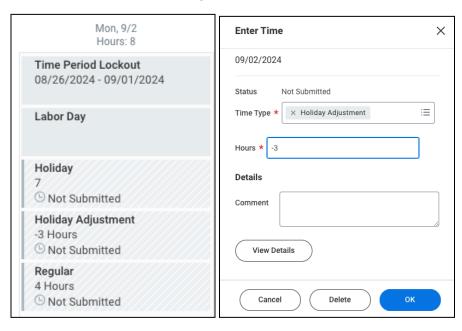
Example: 7 Holiday hours and 7 Regular hours worked for a total of 14 hours.



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

Add a time block with the Time Type of Holiday Adjustment with a negative number of hours to reduce your holiday hours. The rest of the week populates with the Holiday & Closure schedule.

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.





CLOSURE DAYS

Staff Who Did Not Work On The Closure Day

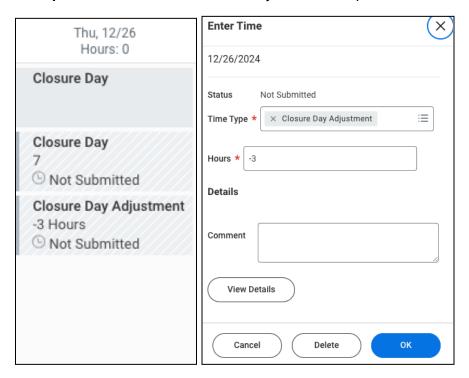
Non-exempt staff members with full time schedule:

The closure hours will populate on the timesheet automatically.

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

Add a time block with the **Time Type** of **Closure Adjustment** with a negative number of hours to reduce your closure hours to match your shift. The rest of the week populates with the Holiday & Closure schedule.

Example: 7 Closure and -3 Closure Adjustment to equal 4 hours of Closure pay.





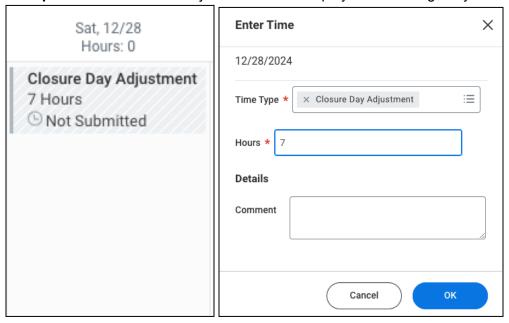
Non-exempt staff members with full time schedule that includes weekends:

Workday will not populate the weekend as a closure. You will need to enter a time block with the **Time Type** of **Closure Adjustment** to be paid for that day.



Note: For weekend employees that temporarily changed their schedule from a weekend schedule to Monday - Friday in workday, the closure hours will populate Monday - Friday.

Example: 7 Closure Hours Adjustment for an employee who is regularly scheduled for Saturday.







Staff Who Did Work On The Closure Day

Non-exempt staff members with full time schedule:

You will then add another time block for Regular hours for the amount worked and a time block with the Time Type of Closure Adjustment for 7 hours.

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

