

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

	<p><i>Notes:</i></p> <ul style="list-style-type: none">• 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.
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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.

The image shows a screenshot of the Workday interface. On the left, a calendar view for Monday, 9/2, shows a total of 4 hours. The schedule includes a 'Time Period Lockout' from 08/26/2024 to 09/01/2024, a 'Labor Day' block, 7 'Holiday' hours (Not Submitted), and -3 'Holiday Adjustment' hours (Not Submitted). On the right, the 'Enter Time' modal is open for 09/02/2024. The status is 'Not Submitted', and the 'Time Type' is set to 'Holiday Adjustment'. The 'Hours' field is set to -3. There is a 'Details' section with a 'Comment' field and a 'View Details' button. At the bottom of the modal are 'Cancel', 'Delete', and 'OK' buttons.

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.

Mon, 9/2	
Hours: 14	
Time Period Lockout	08/26/2024 - 09/01/2024
Labor Day	
Holiday	7
	⌚ Not Submitted
Regular	7 Hours
	⌚ Not Submitted

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.

Mon, 9/2	
Hours: 8	
Time Period Lockout	08/26/2024 - 09/01/2024
Labor Day	
Holiday	7
	⌚ Not Submitted
Holiday Adjustment	-3 Hours
	⌚ Not Submitted
Regular	4 Hours
	⌚ Not Submitted

Enter Time

09/02/2024

Status: Not Submitted

Time Type *

Hours *

Details

Comment

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.

The image shows a screenshot of the Workday interface. On the left, a timesheet entry for Thursday, 12/26, shows a total of 0 hours. Below this, there are three entries: 'Closure Day' (7 hours, Not Submitted), 'Closure Day Adjustment' (-3 hours, Not Submitted), and another 'Closure Day' entry. On the right, a 'Enter Time' modal form is open for the date 12/26/2024. The form shows the status as 'Not Submitted', the time type as 'Closure Day Adjustment', and the hours as '-3'. There is a 'Details' section with a 'Comment' field and a 'View Details' button. At the bottom of the modal are 'Cancel', 'Delete', and 'OK' buttons.

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.

<p>Sat, 12/28 Hours: 0</p> <p>Closure Day Adjustment 7 Hours ⌚ Not Submitted</p>	<p>Enter Time ×</p> <p>12/28/2024</p> <p>Time Type * × Closure Day Adjustment ⋮</p> <p>Hours * 7</p> <p>Details</p> <p>Comment <input type="text"/></p> <p>Cancel OK</p>
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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.

The image shows a screenshot of the Workday interface. On the left, a summary for Thursday, 12/26, shows a total of 7 hours. Below this, three time blocks are listed: 'Closure Day' (7 hours, Not Submitted), 'Closure Day Adjustment' (7 hours, Not Submitted), and 'Regular' (7 hours, Not Submitted). On the right, the 'Enter Time' modal is open for the date 12/26/2024. The 'Time Type' is set to 'Closure Day Adjustment', the 'Hours' are set to 7, and the 'Comment' field contains the text 'Worked on Closure Day'. At the bottom of the modal are 'Cancel' and 'OK' buttons.