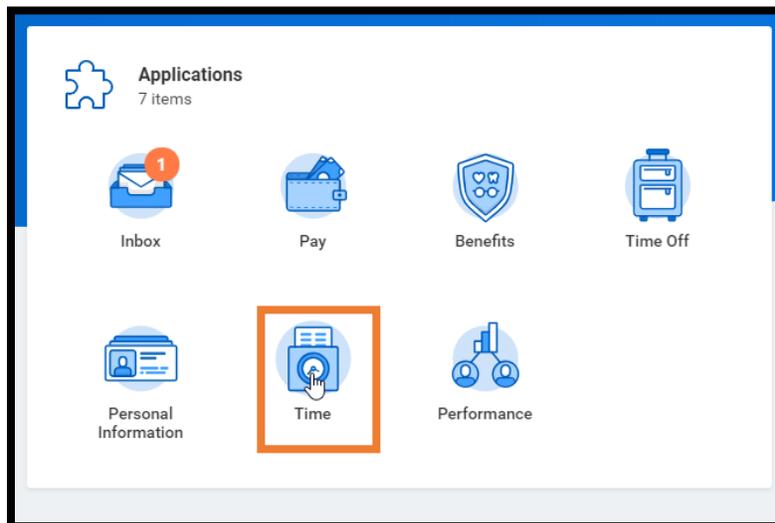


# Recording Time for Holidays - HR105 Reduced FTE Schedules

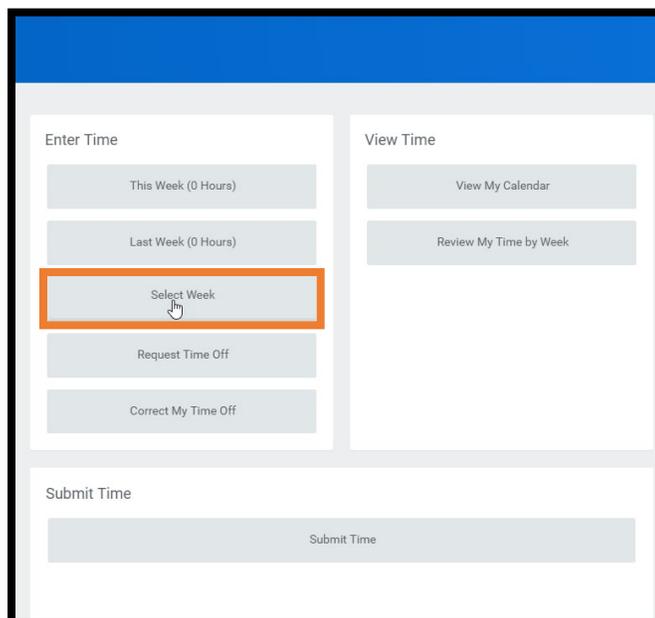
## Staff Non-Exempt Employees

Scenario: Holiday falls on a normally scheduled day and NOT working

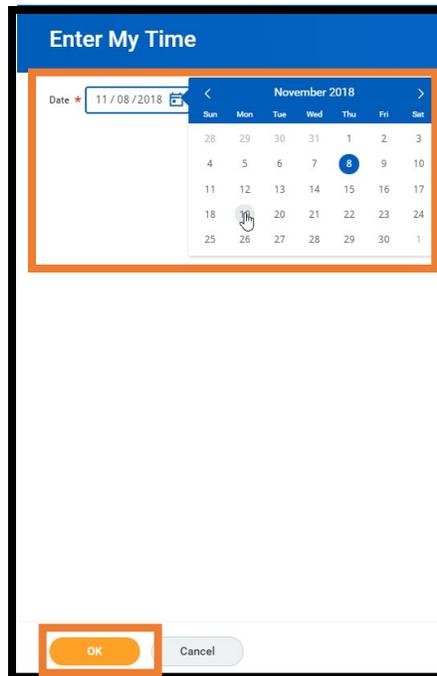
1. Log into Workday using your credentials. Once logged in, you will land on your Homepage.
2. From your Homepage, click on the **Time** Worklet.



3. Under **Enter Time**, click on the **Select Week** button.



4. Select the week the holiday falls within from the dropdown and click **OK**.

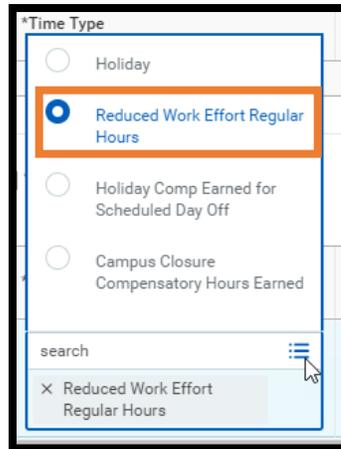


5. Scroll to find the holiday from the list and click the **Add (+)** icon to add time and enter the required details.



6. In the **Time Type** column, click the **List** icon on the right side of the field.

7. Select **Holiday**.

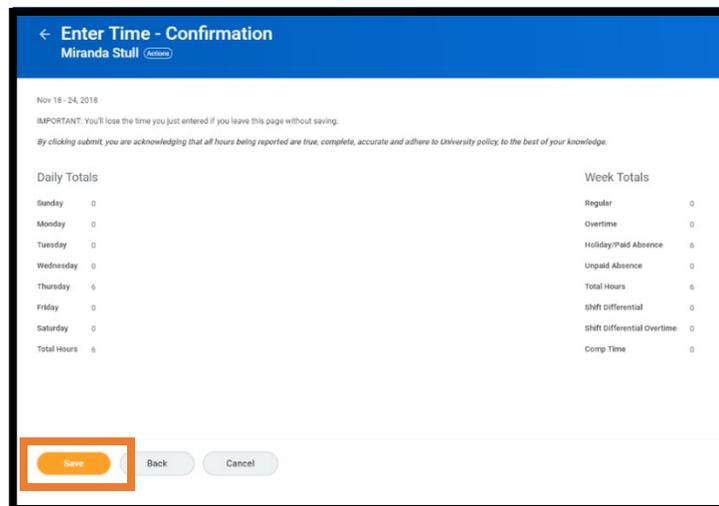


8. In the **Quantity** column, enter the **Number** of applicable hours based on your FTE%.  
\*\*If you are scheduled more hours than the number of hours for your FTE%, you will need to use TIME OFF (ie: vacation or comp time) to make up the remaining hours.



9. Complete any other entries for the week, then click the **Next** button.

10. The **Enter Time – Confirmation** page will show the Daily Totals and the Week Totals. Click **Save**. You have now entered and saved time in Workday. Clicking the Save button DOES NOT mean that time has been submitted.



11. Additional steps are necessary for time submission and approval. You will need to submit your time. Move to the Submit Time section of this article.

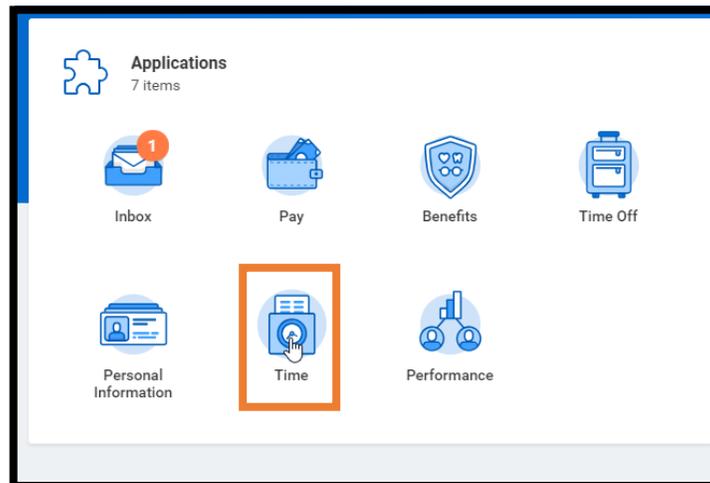
## Purpose of Submit Time in Workday

After time is entered into Workday it will need to be submitted for review and approval by your Manager or Timekeeper. As best practice, it is recommended you follow your specific unit's procedure on how frequently you should submit time. However, be sure to submit time before the pay period deadlines to ensure you receive the correct pay.

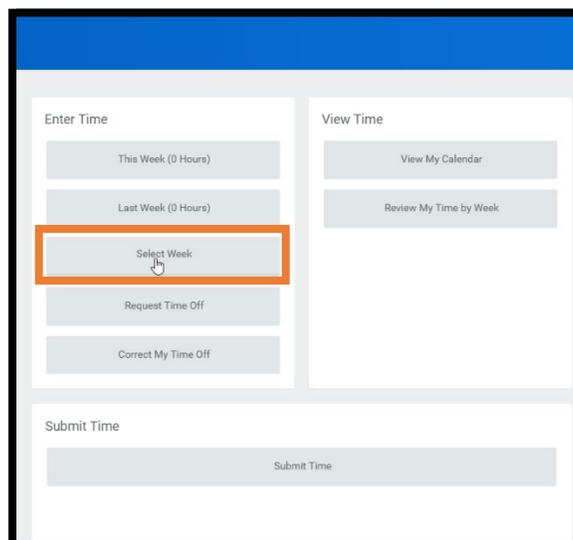
**Note:** If you make any corrections or additions to your timesheet after it has been submitted, it will need to be resubmitted for approval.

## Submitting Time

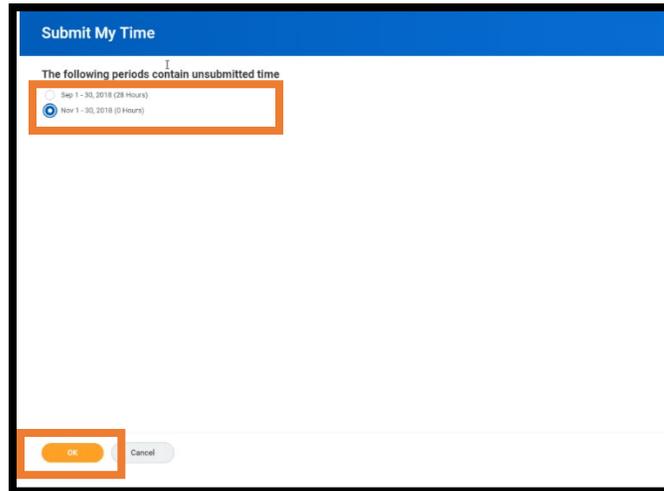
1. Log into Workday using your credentials. Once logged in, you will land on your Homepage.
2. From your Homepage, click on the **Time** Worklet.



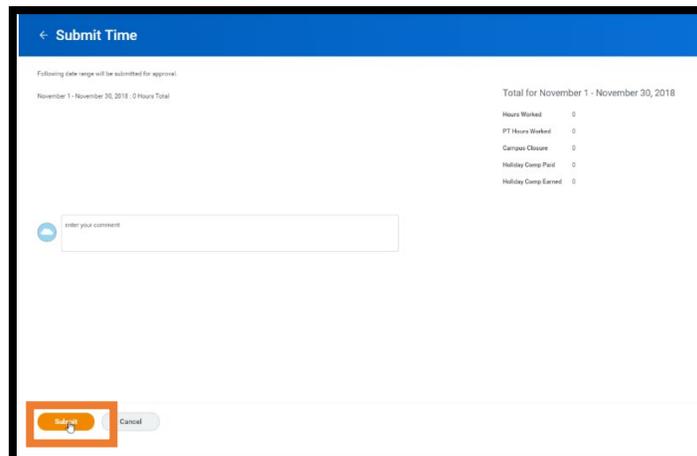
3. Under the **Submit Time** section, click the **Submit Time** button.



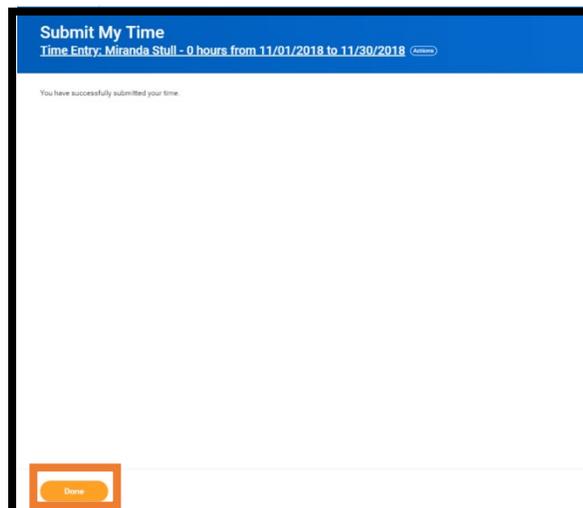
4. **Select the period you wish to submit your time for.** Other periods that have time entered and saved for will appear.
5. Click **OK**.



6. Review the summary of totals and click **Submit**.



7. Once submitted, a confirmation will display indicating that the time was submitted and routed to your Manager for approval. Click **Done**.



## Time Types

**Hours Worked:** Use this time type to record the actual number of hours worked on the Holiday. Also requires selecting a **Worktag**.

**Holiday or Reduced Work Effort Staff Exempt Holiday Hours:** Use this time type to report the number of hours you are to receive pay for the Holiday. If you are not working, this is prorated based on your FTE%. If you are working, this would be the number of scheduled hours.

**Holiday Comp Earned for Scheduled Day Off:** Use this time type to report compensatory hours earned when a University holiday falls on a regularly scheduled day off. Hours entered using this time type code will add to your Holiday Compensatory Time Absence balance.

## Time Entry Worktags

Time Entry Worktags give additional data to Workday to help calculate payroll hours accurately. Use this field when using the Hours Worked Time Entry code.

**Holiday Compensatory Time Earned:** Select this Worktag if you are electing to receive double compensatory time for time worked on a University holiday.

**Holiday Compensatory Time Paid:** Select this Worktag if you are electing to receive half compensatory time and half pay for time worked on a University holiday.