





# Holiday Time Entry Codes

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## Holiday Worked

Employees who work on a LSU holiday or alternate holiday enter **Holiday Worked** for all hours worked on the holiday and shall be paid at 1.5 times the hourly rate

## Holiday Trigger

Must be used to trigger holiday hours during weeks when there are no other hours worked

Enter .01 in the unit

# Holiday Worked

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- LSU pays state overtime for all hours worked on LSU holidays or alternate holidays
- Enter all hours actually worked on the holiday using the **Holiday Worked** time entry code
- Pays at 1.5 times the hourly rate, regardless of total hours worked during the week
- **Comp Time Earned** may be entered for hours worked on a holiday
  - HRM will manually adjust the additional  
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# Holiday Trigger

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- Holiday hours in Workday populate when the employee enters hours worked or time off from the time entry calendar
- When to use the Holiday Trigger:
  - The full week closure between Christmas and New Years
  - The employee has time offs entered from the time off calendar
  - Must be submitted and approved
- Enter .01 in the unit field

# Holiday Adjustment

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- Workday defaults to 8 hours of holiday pay for leave eligible employees
- **Adjusts** holiday hours for employees who have an irregular work schedule or leave eligible part-time employees
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# Holiday Adjustment

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- When an employee's day off falls on the university holiday
  - For a full-time employee enter -8 Holiday Adjustment on the LSU holiday
  - Enter 8 Holiday Adjustment on the next closest scheduled workday within the LSU work week (Sat-Fri)
- An employee whose regular work schedule is 10 hours will enter a 2 hour Holiday Adjustment
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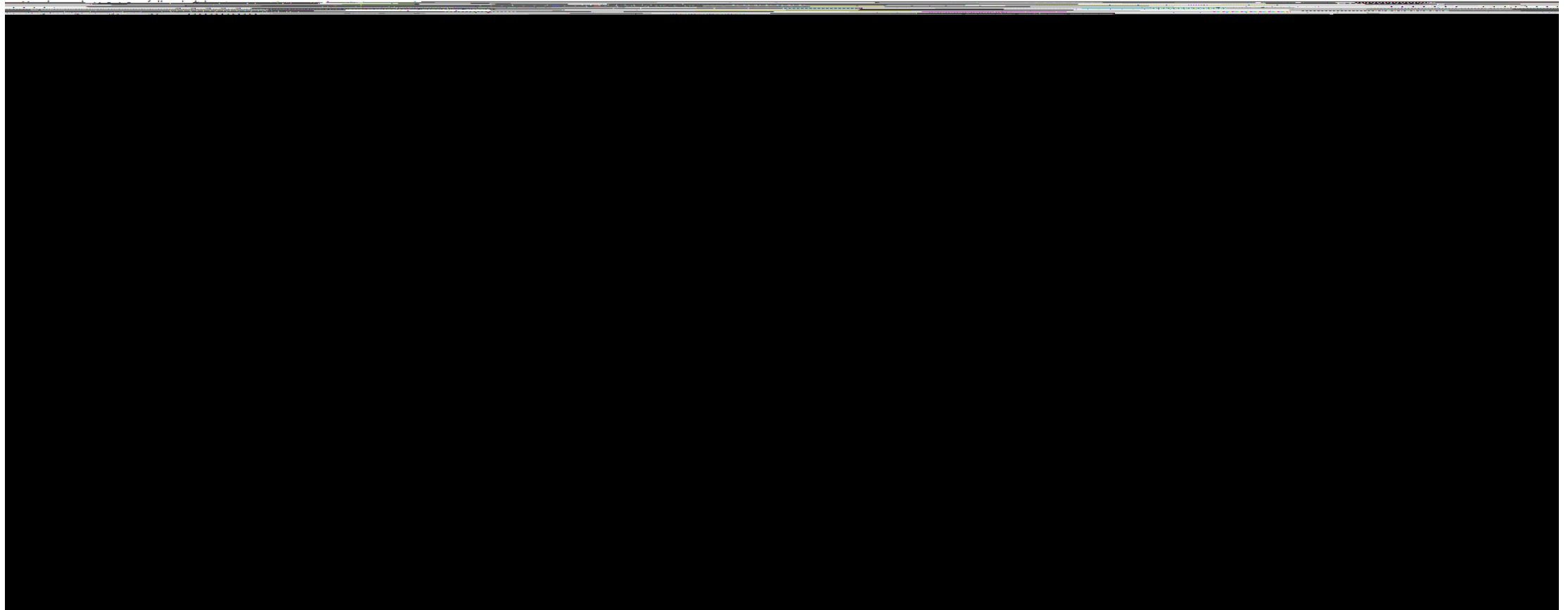
# Sample Holiday Worked

Day	Hours	Time Period	Hours Worked
Sun 11/24	Hours: 8	Meal Break ; 30 Min	0
Mon 11/25	Hours: 8	Meal Break ; 30 Min	0
Tue 11/26	Hours: 12	Meal Break ; 30 Min	0
Wed 11/27	Hours: 0		0
Thu 11/28	Hours: 8	Thanksgiving Holiday (Thursday)	20

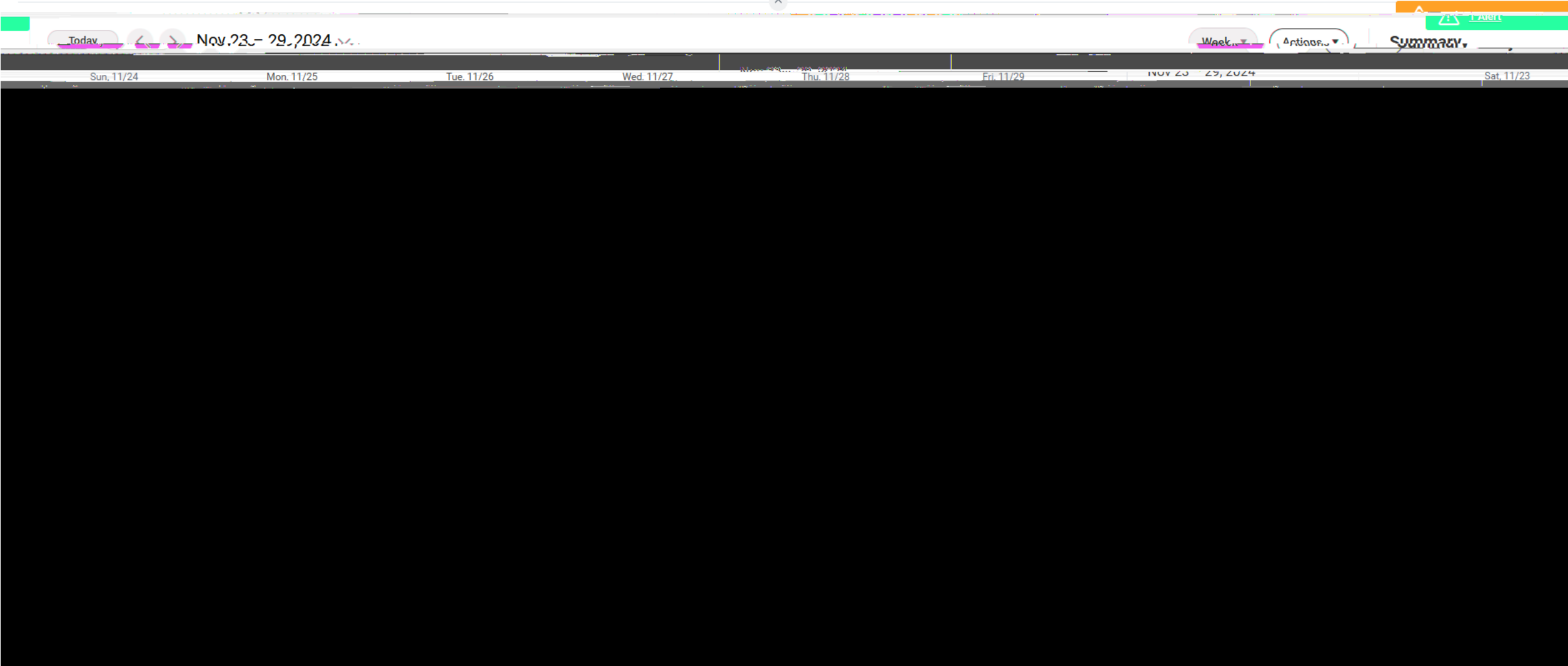


# Sample Holiday Trigger

Holiday Time Entry

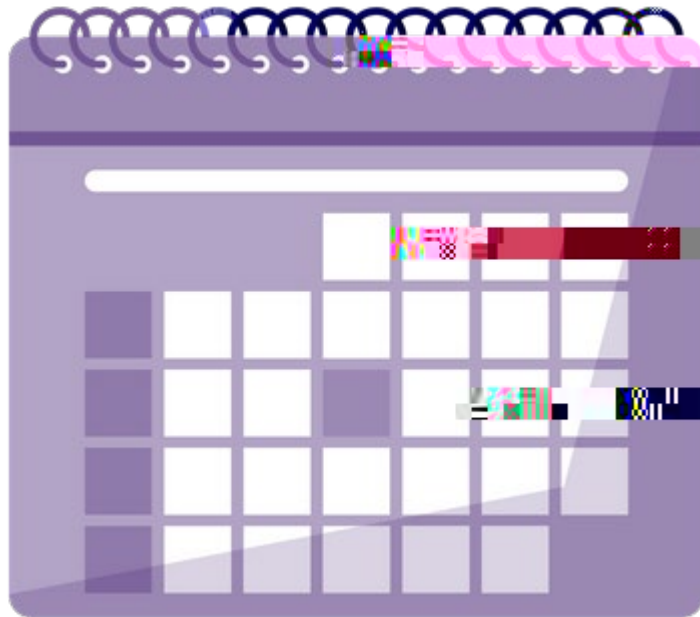


# Sample Alternate Holiday



# Holiday Schedules and Job Aides

## Employee Information



- Payroll schedules can be found on the payroll website
- Lockout dates for early holiday processing are notated on the Workday time entry calendar
- The Holiday Time Tracking Quick Guide is located in the HRM Digital Resource Library
- Watch for timekeeper email communications with time entry instructions

# Workday Reports and Reminders

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Timekeepers and managers should use Workday reports to monitor time entry for weeks with holidays

- Workers With No Time Entry – identifies employees with zero hours; helpful between Christmas and New Years
- Time Not Submitted
- Time Not Approved



