



How to report holiday time

Full-time exempt

Lab holidays will default on your timecard with appropriate hours in purple text.

Full-time non-exempt

Lab holidays will default on your timecard with appropriate hours in purple text.

If you are off the entire day of a half-day holiday (Dec. 24 and Dec. 31): the half-holiday time will default on your timecard with appropriate hours in purple text. In most cases, you will need to enter a half vacation day or half float holiday. If you work a flexible work schedule, you may need to enter less than four hours of vacation time, depending on the number of hours you worked the rest of the week.

If you work on a half-holiday (Dec. 24 and Dec. 31): enter the work rule **Half Holiday** in the transfer column when reporting the hours that you worked on the half-holiday. **Entering the work rule is necessary regardless of the number of hours worked on a half-holiday.** See example below (from 2012).

Part-time

The lab holiday will default on your timecard with zero hours in purple text. If you are entitled to the holiday, insert a row for that day, select Holiday in the Pay Code column and enter your hours in the amount column.

Date	Pay Code	Amount	In	Transfer	Out
Mon 12/24	Christmas Eve	4.0			
Mon 12/24			8:00	;Half Holiday Weekly	12:00

Questions? Contact LindaSue Smith (x2992 or lsmith@fnal.gov), Meghan Czamanske (x5806 or czamansk@fnal.gov) or Payroll at x3046.