
[allusers] Holiday Timekeeping Instructions

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HR NEWS

Required Timekeeping Steps for Holiday Time Entry.

Community Message

Holiday Timekeeping

The following detailed information is regarding the Thanksgiving and Winter Closings, as well as the required timekeeping steps to take for these days.

The University will be open on Columbus Day (Monday, October 10), Election Day (Tuesday, November 8) and Veterans Day (Friday, November 11). The University will be closed the day after Thanksgiving (Friday, November 25) and during the four non-holiday workdays between Christmas and New Year's (December 27, 28, 29 and 30) (referred to as the "Thanksgiving and Winter Closings"). **Please Note:** Christmas will be observed on Monday, December 26 and New Year's will be observed on Monday, January 2.

CWA

CWA Earning Compensatory Time: CWA members may earn compensatory time to cover the Thanksgiving and Winter Closings. CWA employees assigned a 35-hour workweek may work a modified schedule on any and all of the following three holidays:

- Columbus Day: Monday, October 10
- Election Day: Tuesday, November 8

- Veterans Day: Friday, November 11

CWA employees may apply compensatory and/or earned leave time, except sick leave, to cover the remaining hours during the Thanksgiving and Winter Closings. If employees do not have sufficient compensatory or leave time, they may elect not to be compensated for the days on which the University will be closed.

Hours worked on the aforementioned holidays by CWA permanent part-time employees with at least a 50% time schedule will be entered in Workday as "Comp Time Accrued @ 1.5."

CWA Workday Timekeeping

- **Taking the Day Off on Columbus Day, Election Day and Veterans Day:** If you take the holiday off, you do not have to take any action in Workday.
- **Working on Columbus Day, Election Day, and Veterans Day:** If you work the holiday, enter your scheduled hours (7.78 hours for a 35-hour week and 8.89 hours for a 40-hour week) for the day under "Comp Time Accrued @ 1.5."
- **Taking the Day Off After Thanksgiving Day and the Winter Closings:** Enter your scheduled hours for each day as Vacation, Comp Time Taken or Absent Without Pay.

AFT

AFT Earning Holiday Time: AFT Professional Staff employees and Librarians may earn AFT Holiday Time for the Thanksgiving and Winter Closings by working on one or on all of the following holidays:

- Columbus Day: Monday, October 10
- Election Day: Tuesday, November 8
- Veterans Day: Friday, November 11
- Martin Luther King's Birthday: Monday, January 16, 2023 (MLK's birthday applies to AFT Library personnel only).
- Presidents Day: Beginning in calendar year 2022, compensatory time earned on President's Day, of any given year, must be applied in the same calendar year that it is earned for the Thanksgiving and Winter Closings. However, if you applied President's Day, Monday, February 21, 2022 to the 2021 Thanksgiving and Winter Closings, you may not apply it to the 2022 Thanksgiving and Winter Closings.

The additional days of the Thanksgiving and Winter Closings may be covered by exercising provisions of the Statewide Agreement, including work on additional holidays

or by applying other appropriate earned leave balances, exclusive of sick leave.

AFT Workday Timekeeping

- **Taking the Day Off on Columbus Day, Election Day and Veterans Day:** If you take the holiday off and choose to use a Vacation day during the 2022 Thanksgiving and Winter Closings, do not take any action in Workday (as you will not earn "AFT Holiday Worked" time for the holiday closures).
- **Working on Columbus Day, Election Day and Veterans Day:** Enter seven (7) hours under "AFT Holiday Accrued."
- **Day after Thanksgiving:** Please enter your scheduled hours for the day as "Vacation," "AFT Holiday Taken," or "Absent Without Pay." **Please Note:** If you use "AFT Holiday Taken," you will need to use one vacation during the December Closing.
- **December Closing:** If you worked Columbus Day, Veterans Day, Election Day, and are using Presidents' Day (February 21, 2022), please enter seven (7) hours for each day of the December Closing and use "AFT Holiday Taken" as the time entry code. If you did not work the four holidays, please use "Vacation" or "Absent Without Pay." As a reminder, AFT Library personnel can work on Martin Luther King's Birthday to earn AFT Holiday Time for the December Closing.

IFPTE, Police, Managers, Temporary & Student Workers Workday Timekeeping

Taking the Day Off on Columbus Day, Election Day and Veterans Day

- **IFPTE: non-Kronos:** If you take the holiday off, you do not have to take any action in Workday.
- **Managers:** If you are absent, you must use sick or vacation time balances to account for your day.
- **Police:** Enter time off as usual.
- **Temporary and Student workers:** Do not enter anything in Workday for these days.

Working on Columbus Day, Election Day and Veterans Day

- **IFPTE: non-Kronos:** Enter your scheduled hours (7.78 hours for a 35-hour week & 8.89 hours for a 40-hour week) for that day under "Comp Time Accrued @ 1.5."
- **Managers:** Do not enter anything in Workday for these days.
- **Police:** Enter time as usual.

- **Temporary and Student workers:** Enter time as usual.

Taking the Day Off After Thanksgiving Day and the Winter Closings

Remember that Monday, December 26, 2022 and Monday, January 2, 2023, are considered paid holidays and no timekeeping entry is needed:

- **IFPTE: non-Kronos:** For the day after Thanksgiving and Winter Closings, enter your scheduled hours for each day as Vacation, Comp Time Taken or Absent Without Pay.
- **Managers:** Do not enter anything in Workday.
- **Police:** Enter time off as usual.
- **Temporary and Student workers:** Do not enter anything in Workday for the day after Thanksgiving or the Winter Closings. If you have prior arrangements with your Manager to come in on these days, please enter time as usual.

Questions?

Need help with the above? Please refer to our [Workday Learning and Resources Guide: How to Enter Time on Holidays the University Is Open](#). For further assistance, please contact Workday Support at 973-655-5000 or by email at wccsupport@montclair.edu.



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