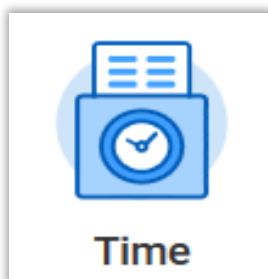


HOW TO ENTER TIME ON HOLIDAYS THE UNIVERSITY IS OPEN: COLUMBUS DAY, ELECTION DAY, & VETERANS DAY



STEP 1

-From your Workday home page **left click** the 'Time' Worklet.



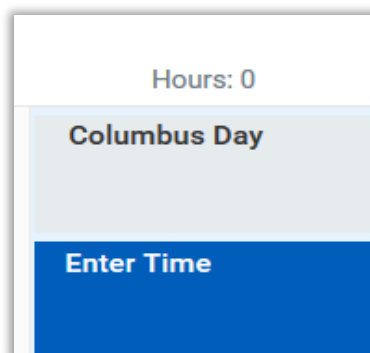
STEP 2

-**Select** your preferred week: 'This Week', 'Last Week' or 'Select Week'.



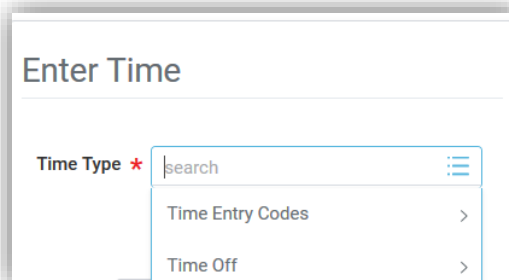
STEP 3

-**Left click** in the white column below the date of the holiday, and **left click** on the blue 'Enter Time' box.



STEP 4

-**Left click** 'Time Type' then select the 'Time Entry Code'.



HOW TO ENTER TIME ON HOLIDAYS THE UNIVERSITY IS OPEN: COLUMBUS DAY, ELECTION DAY, & VETERANS DAY

STEP 5

For AFT Employees that work on the Holiday

-Select 'AFT Holiday Accrued' and then enter 7 hours.

For AFT employees taking the Day Off:

-If you take the holiday off and chose to use a Vacation day during the December Winter break, you do not need to take any action in Workday.

For CWA and IFTPE (non-Kronos) Employees that work on the Holiday

-Select 'Comp Time Accrued @ 1.5'.

For CWA & IFTPE employees taking the Day Off:

If you take the holiday off, you do not have to take any action in Workday.

REGULAR SCHEDULE:

-If you work 35 hours, enter 7 hours.

-If you work 40 hours, enter 8 hours.

MODIFIED SCHEDULE:

-If you work 35 hours, enter 7.78 hours.

-If you work 40 hours, enter 8.89 hours.

Managers do not enter anything in Workday for this holiday unless they are absent, in which case they must use sick or vacation time balances to account for their absence.

Temporary and Student workers enter time, as usual.

The screenshot shows the 'Enter Time' interface in Workday. The 'Time Type' dropdown is open, showing 'AFT Holiday Accrued' as the selected option. Below the dropdown, there is a search bar and a section titled 'Time Entry Codes'. Under this section, there are three radio button options: 'Select time entry code', 'AFT Holiday Accrued' (which is selected), and 'Suspension With Pay'. The 'Hours' field is set to 0. The 'Details' section is visible at the bottom.

The screenshot shows the 'Enter Time' interface in Workday. The 'Time Type' dropdown is open, showing 'Comp Time Accrued @ 1.5' as the selected option. Below the dropdown, there is a search bar and a section titled 'Time Entry Codes'. Under this section, there are three radio button options: 'Select time entry code', 'Hours Worked', and 'Comp Time Accrued @ 1.5' (which is selected). The 'Hours' field is set to 0. The 'Details' section is visible at the bottom.

HOW TO ENTER TIME ON HOLIDAYS THE UNIVERSITY IS OPEN: COLUMBUS DAY, ELECTION DAY, & VETERANS DAY

STEP 6

-Left click 'OK'.

-To submit the created time block you must **left click** the green 'Submit' button on the lower left hand corner.

-**Left click** 'Submit' to review your summary of your hours.

-Lastly, **left click** 'Done'.

OK

Submit

Submit

Done