2021 Good Friday Time Entry for Managers

Friday, April 2, 2021 will be a work day for all managers. If a manager works, they do not need to enter time in Workday. If a manager chooses to take this day off with pay, they enter 7 hours of “Alternate Holiday Taken”. If a manager works on April 2nd, they may take Friday, May 28 or another day with pay that meets the operational needs of their unit, with the approval of their supervisor. Managers should schedule this day with pay prior to June 30, 2021 and enter 7 hours of Alternate Holiday Taken in Workday for that day.

If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

Instructions

1) From your Workday homepage, click on the Time worklet.

2) Under the Enter Time column, click on the button labelled Select Week.
3) In the date prompt enter 04/02/2021 or the alternate date you will be taking off and click OK at the bottom of the page.

4) Click anywhere in the blank space within the column of day you are taking off.

5) In the pop up window that appears select Alternate Holiday Taken as the Time Type and enter 7 as the number of hours. Click OK.
6) You will now see the unsubmitted time entry on the timesheet.

7) Click the blue **Review** button.

8) Click the **Submit** on the pop up window that appears.