



Time Entry for Holidays when Campus is Open

Columbus Day, Election Day, Veterans Day, and President’s Day

The following describes the process of entering time on a Holiday that the MSU campus remains open. This guide is not for employees using the Kronos system.

	If you take the day off on the Holiday...	If you work on the Holiday...
Managers	Enter sick or vacation time in Workday.	No action is needed.
Police	Enter time off as usual.	Enter time as usual in Workday.
Temporary & Student Workers	Do not enter anything in Workday for the Holiday.	Enter time as usual in Workday.
AFT Professional Staff	Do not enter anything in Workday for the Holiday.	Enter 7 hours of AFT Holiday Accrued in Workday.
CWA	Do not enter anything in Workday for the Holiday.	Enter your regular scheduled hours (7.00 hours for a 35-hour week & 8.00 hours for a 40- hour week) for that day under Comp Time Accrued @ 1.5 .
IFPTE	Do not enter anything in Workday for the Holiday.	Enter your regular scheduled hours (7.00 hours for a 35-hour week & 8.00 hours for a 40- hour week) for that day under Comp Time Accrued @ 1.5 .

All timesheets need to be submitted by 7:00 p.m. on the last day of the payroll. Follow this link to the [payroll schedule](#).

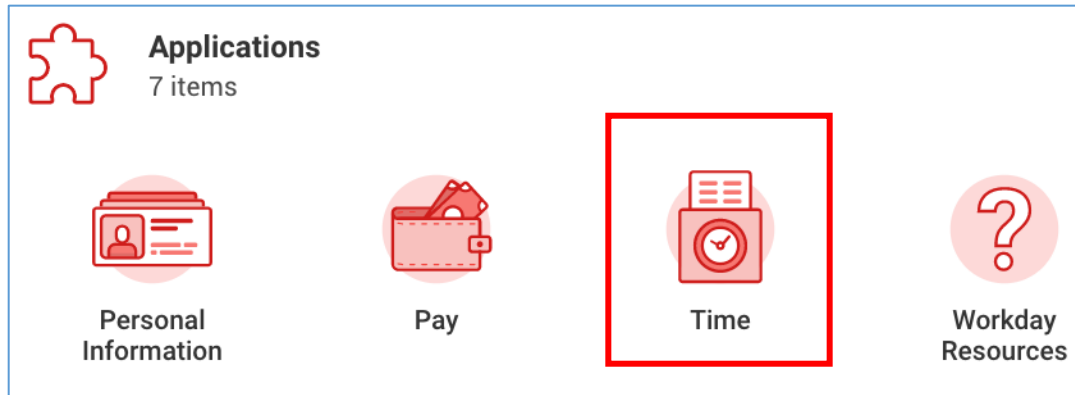
If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

Workflow Steps

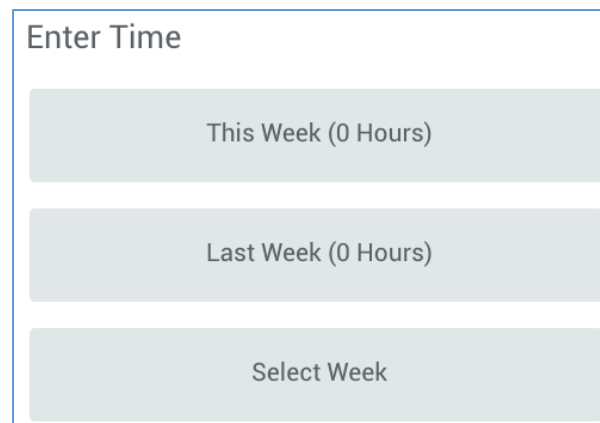
- 1) Employee submits a timesheet
- 2) Timekeeper reviews the timesheet and approves or sends back the timesheet

Instructions

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



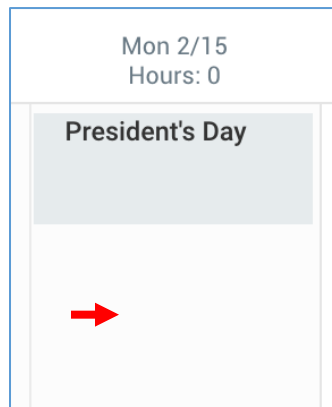
- 2) Under the **Enter Time** column, click on the button labelled **This Week** to enter time for the current week. Click the button labelled **Last Week** to enter time for the previous week. Click the button labelled **Select Week** if you need to enter time for a week other than the current or previous week. No matter which button you click you will still be able to navigate between weeks.



You can navigate between weeks by clicking the back and forward arrows located at the top left of the timesheet. You can open a calendar navigation option by clicking the down facing arrow.



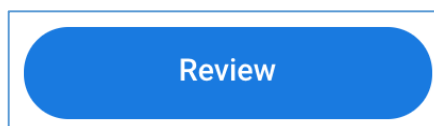
- 3) Find the holiday and click in the blank space below the holiday. A window will pop up for you to select a time entry code.



- 4) From the **Time Type** prompt, you will select a time entry code. See the chart on page 1 to determine what specific time code you should use. Enter the number of hours which should be your regular scheduled hours for that day. Click **OK**.

A screenshot of a form titled "Enter Time" for the date "02/15/2021". The form has two main input fields: "Time Type" and "Hours". The "Time Type" field is a dropdown menu with a red box around it, showing "Select time entry code" and a menu icon. The "Hours" field is a text input with "0" entered and a red box around it. Below these fields is a "Details" section with a "Comment" text area. At the bottom, there are two buttons: "OK" (orange) and "Cancel" (grey).

- 5) An alert message will appear now that you have entered hours on a holiday but you can ignore this alert. Click the **Review** button at the bottom of the page.



- 6) The pop up window will be a confirmation page with a summary of your hours. Click **Submit**.