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’.

Questions? Email workday@montclair.edu or call x7971 option 4
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 2018 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.

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**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’.