HOW TO ENTER HOLIDAY TIME ON THE PRESIDENT’S DAY HOLIDAY

STEP 1
- From your Workday home page click the “Time” Worklet.

STEP 2
- Select your preferred week: ‘This Week’, ‘Last Week’ or ‘Select Week’.

STEP 3
- Click in the white column below the date of the holiday, and click on the blue ‘Enter Time’ box.

STEP 4
- Click ‘Time Type’ then select the ‘Time Entry Code’.

Notes
Taking the Day Off:
If you take the holiday off:
You must use a Vacation day.
If you take the holiday off and chose to use a Vacation day during the 2017 December Winter break: You do not need to take any action in Workday.

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.

Questions? Email workday@montclair.edu or call x7971 option 4
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**STEP 5**

For AFT Employees that work on the President’s Day Holiday

- Select ‘AFT Holiday Accrued’ and then enter 7 hours.

For CWA and IFTPE (non-Kronos) Employees that work on the President’s Day Holiday

- Select ‘Comp Time Accrued @ 1.5’.

- If you work 35 hours enter

**STEP 6**

- Click ‘OK’

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

- Click ‘Submit’ to review your summary of your hours

- Lastly, click ‘Done’.

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