HOW TO ENTER HOLIDAY TIME FOR PRESIDENT’S DAY

**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**
- For AFT employees taking the Day Off:
  - If you take the holiday off, please 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.
- For CWA & IFTPE employees taking the Day Off:
  - If you take the holiday off, you do not have 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 7 hours.
  - If you work 40 hours, enter 8 hours.

**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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