

Using Holiday Leave to Reduce Holiday Hours for Part-Time Exempt Employees

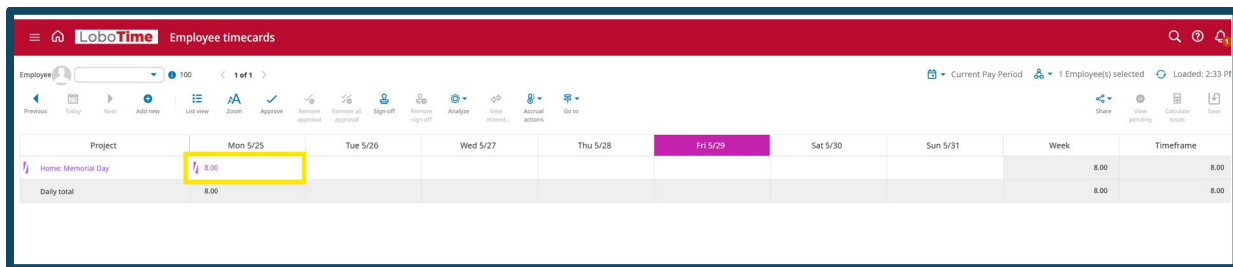
Purpose

The system auto-applies with 8 Holiday Pay hours for leave-eligible employees. Departments should adjust worked hours to avoid exceeding FTE. For eligible part-time employees (0.50+ FTE) earned holiday pay must be adjusted according to the employee's FTE in accordance with UAP 3405: Holidays.

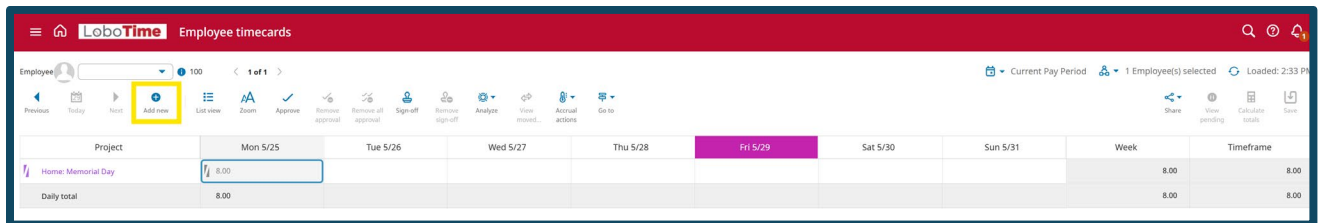
Steps

Within the employee's timecard:

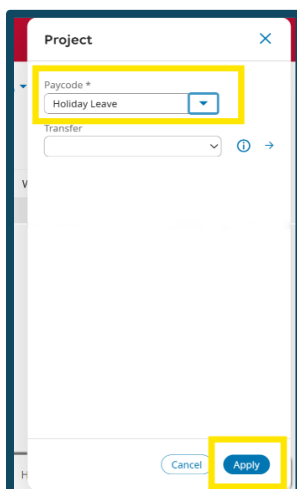
1. Locate and click on the cell containing the prepopulated Holiday entry (the cell displaying **8:00** in purple font).



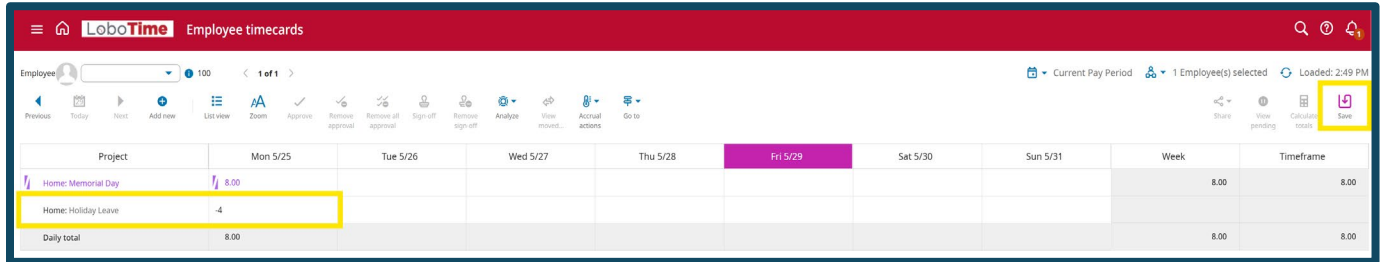
2. Once the cell is highlighted, click the **Add New** button above the timecard.



3. The Project panel will open on the right side of the screen. Within the panel, use the dropdown menu to select the pay code **Holiday Leave**.
4. Click **Apply**.



5. A new row labeled **Home: Holiday Leave** will appear in the timecard.
6. In the first blank cell under the purple **8:00**, enter the amount of hours to reduce as a negative number.
 - o Example: For a 50% FTE employee, the 8 holiday hours should be reduced by 4 hours, so you would enter **-4**.



7. Tab out of the cell and click **Save**.