

TIME OFF & LEAVE



EDITING HOLIDAY HOURS FOR NON-EXEMPT PART-TIME EMPLOYEES (FOR MANAGERS AND TIMEKEEPERS)

In the Time Reporting System (TRS), holidays default to 4 hours on each holiday for non-exempt part-time employees. Under the [GW Time Off and Leave Policy](#), part-time employees receive prorated holiday hours based upon their percentage of effort, also known as FTE. The number of prorated holiday hours is equal to an employee's weekly scheduled hours (from Banner) divided by five weekdays. See the table below for examples:

Scheduled Work Hours	Holiday Proration Hours
36	7.20
30	6.00
24	4.80
16	3.20

The holiday hours for non-exempt part-time employees who have an FTE other than 50% must be manually adjusted in the TRS to ensure correct holiday pay is received. Please follow directions below to make adjustments to the employee's time card to reflect the correct number of holiday hours that the employee should receive.

1. Click on the Plus (+) sign next to the holiday date to add an additional row.
2. Click in the Pay Code column cell below the holiday to display the available pay codes. Select the HOL pay code from the list.
3. Click in the Amount column cell that corresponds to the pay code you selected. Add or subtract the number of applicable holiday hours and hit Save.

		Date	Schedule	Pay Code	Amount
+	×	Sun 2/07			
+	×	Mon 2/08			
+	×	Tue 2/09			
+	×	Wed 2/10			
+	×	Thu 2/11			
+	×	Fri 2/12			
+	×	Sat 2/13			
+	×	Sun 2/14			
+	×	Mon 2/15		Presidents Day	4.0
+	×	Mon 2/15		HOL	2.0
+	×	Tue 2/16			
+	×	Wed 2/17			
+	×	Thu 2/18			
+	×	Fri 2/19			
+	×	Sat 2/20			