

TIME OFF & LEAVE



REMOVING HOLIDAY HOURS FOR NON-EXEMPT EMPLOYEES

(FOR EMPLOYEES SCHEDULED TO WORK)

In the [Time Reporting System \(TRS\)](#), holidays default for non-exempt employees.

Under [Time Off and Leave policy](#), non-exempt employees scheduled to work will be paid as if the day were not a holiday and will be provided a substitute day off, to be used by the end of the fiscal year. The employee and their manager are responsible for tracking and coordinating the substitute day off.

Please follow directions below to make adjustments to the employee's time card to remove the holiday for those employees who worked on the holiday.

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. Enter a negative sign and the amount of hours the employee should be deducted for the holiday and hit Save.

	Date	Schedule	Pay Code	Amount	In
+ x	Sun 1/10				
+ x	Mon 1/11				
+ x	Tue 1/12				
+ x	Wed 1/13				
+ x	Thu 1/14				
+ x	Fri 1/15				
+ x	Sat 1/16				
+ x	Sun 1/17				
+ x	Mon 1/18		Martin Luther King, Jr...	8.0	
+ x	Tue 1/19				
+ x	Wed 1/20		Inauguration Day 2021	8.0	
+ x	Wed 1/20		HOL	-8.0	
+ x	Thu 1/21				
+ x					
+ x					

Diagram illustrating the steps to remove holiday hours for a non-exempt employee:

1. Click on the Plus (+) sign next to the holiday date to add an additional row.
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3. Click in the Amount column cell that corresponds to the pay code you selected. Enter a negative sign and the amount of hours the employee should be deducted for the holiday and hit Save.