Adding a Holiday to an Employee’s Timesheet

The Juneteenth Holiday is a new addition to our list of paid holidays. Due to this, supervisors or timesheet approvers will need to manually add this Holiday for all NON-Student employees who are eligible for Holiday pay. Hourly employees do not have the ability to enter holidays on their own timesheets. This is a one-time event as all future Juneteenth holidays will automatically populate like the other holidays.

Full time employees are entitled to 8 hours of Holiday pay. Part-time employees are entitled to Holiday pay equal to the number of hours they are regularly scheduled to work on any scheduled holiday.

How to Add the Holiday Pay Code to a Timesheet

**INSERT A NEW ROW:**

- Click the plus sign to the left of the Pay Code column to insert the row. You can do this from any line of pay code

![Pay Code Insertion Example](image)

- Click **triangle to right** of *Reg Hrly Pay Code* for a list of pay codes. Do not click **triangle to left** of Pay Code. Choose the *HOLIDAY* pay code from the list of values.

![Pay Code Selection Example](image)

Enter 8 hours for Friday, June 18th for full time employees. For part time employees who are eligible for holiday pay, enter the number of hours for which they are normally scheduled. As with all other holidays, any time worked will be paid at the time and a half rate.