Banner Time Entry/Leave Report Guidance for Winter Break

Employees required to work during a University holiday will be compensated in accordance with Policy 3-0709, University Holidays. Per policy, staff employees with continuous, regular appointments of at least six months and 0.50 FTE will be eligible for holiday leave. Eligible employees with less than 1.0 FTE will earn holiday leave at a pro-rated rate. Non-exempt employees who work on December 25 will be paid one and one-half times for the time worked, plus time for the holiday. Non-exempt employees that work on a holiday other than December 25 will be paid at straight time for each hour worked, plus time for the holiday. Standard overtime policy applies. Exempt employees will receive comparable time off if required to work during University holidays.

Bi-weekly Employees:

- Enter Holiday Pay on the timesheet for the following University holidays.
- Enter Administrative Leave, if necessary for designated days.
- Holiday hours and the administrative leave hours are proportionate to FTE, up to 8 hours.
- If work is performed on any of the designated holidays or administrative leave day, clock the actual hours worked as regular work time.
    - If work is performed on December 25, Banner will calculate the additional pay for one-half time of hours worked.

Non-exempt Monthly Employees:

- Enter Holiday Pay on the timesheet for the following University holidays.
- Holiday hours and administrative leave hours (if applicable) are proportionate to FTE, up to 8 hours.
- If work is performed on any of the designated holidays or the administrative leave day, enter the actual hours worked as regular work time.
    - If work is performed on December 25, Banner will calculate the additional pay for one-half times the hours worked.

Monthly Exempt Employees:

- Holiday pay is automatically included by Banner and should not be entered on the leave report.
- Exempt employees will receive comparable time off if required to work during University holidays.

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