Time Entry for holiday closure days
How to enter time for Dec 26, 27, 28, 29, 30, 2011 and Jan 2, 2012

- Campus is closed Dec 26, 2011-Jan 2, 2012
- December 26 and January 2 are paid as Holiday Pay for most employees.

**Classified staff:**
December 26 – leave the time entry box blank, an automatic process will code this day as Holiday Pay *(For the very few who worked this day, please contact Payroll to learn how to report your time.*)

December 27-30 - record time off using your normal time entry method except you must use your accrued comp time before you use vacation time. *(For the very few who worked this day, please contact Payroll to learn how to report your time.*)

January 2 – leave the time entry box blank, an automatic process will code this day as Holiday Pay *(For the very few who worked this day, please contact Payroll to learn how to report your time.*)

Example of a Classified staff person who normally works 40 hours each week, has 4 hours of comp time accrued, and does not work all week*:

<table>
<thead>
<tr>
<th></th>
<th>Mon 12/26</th>
<th>Tues 12/27</th>
<th>Wed 12/28</th>
<th>Thurs 12/29</th>
<th>Fri 12/30</th>
<th>Mon 1/2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave</td>
<td>Leave blank</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>Leave blank</td>
</tr>
<tr>
<td></td>
<td>Leave blank</td>
<td>4</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>Leave blank</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Vacation code</td>
</tr>
</tbody>
</table>

* working December 26-January 2 requires approval from the Vice President for your area.
[http://hrs.boisestate.edu/payroll/holidays.shtml](http://hrs.boisestate.edu/payroll/holidays.shtml)

**Professional Staff:** Do not enter any time for December 26-January 2. An automatic process will code December 26 and January 2 as holiday pay and December 27-December 30 as comp and/or vacation. (If you worked on Veteran’s Day, one ‘comp time’ day will be applied, then three days of vacation will be applied. If you did not work Veteran’s Day, you will have four days of vacation applied.)

Professional staff who work any day December 26-January 2: please send an email to Susan Eaton susaneaton@boisestate.edu with your NAME, EMPLID, DATE WORKED and HOURS WORKED. (Working on these dates requires approval from the Vice President for your area. Please copy your direct supervisor when you email days/hours to Susan. The direct supervisor is responsible for obtaining approval from the Vice President for your area. Vice Presidential approval may be obtained in any way designated by the Vice President for your area. We encourage email communication but the choice of method rests with the Vice President.)

**Student employees:** record time worked using your normal time entry method

Please contact Payroll if you have questions:

Crystal Pidjeon- 426.3739
Denise Ooley- 426.3433
Rex Hadley- 426.1812
Susan Eaton- 426.3192