

This document is intended for Academic benefitted staff, who are required to work on a state holiday.



Note: The holiday and comp special time will be noted on the check separately from time worked.


Entering Time Worked

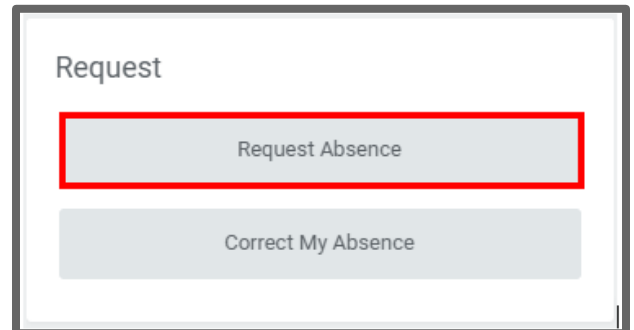
UVA Holidays are added to the Time and Leave calendar by Human Resources. The Holiday entry should never be altered or deleted.

If you are required to work during a state holiday you can accrue comp special hours to be used as time off at another time or, if you are non-exempt, to receive pay. To do this, you will need to add an additional entry to the holiday day and enter the appropriate time type or time off with the time worked for your manager to approve.

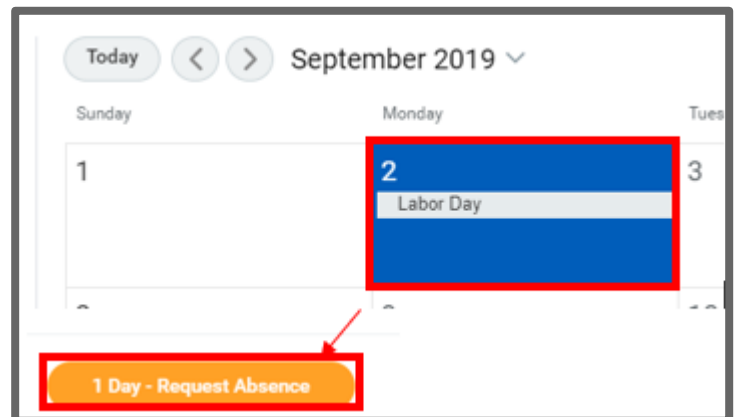
Because exempt employees do not track time typically, you will enter the number of hours you spent working in the **absence** application, and designate time.

Exempt:

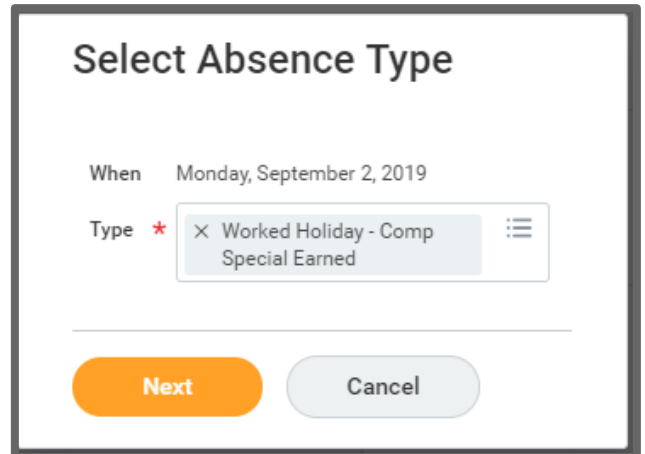
1. From your home page, click on the **Absence**  application.
2. Select **Request Absence**.



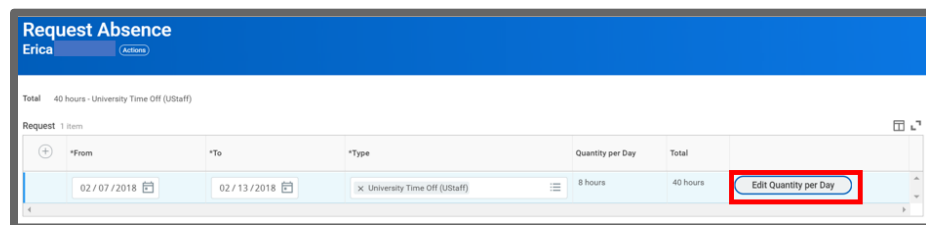
3. Select the holiday(s) worked from the calendar and click **Request Absence**.



- 4. Using the prompt in the **Type** menu, under **Occasional Time Off**, select **Worked Holiday – Comp Special Earned**.
- 5. Click **Next**.



- 6. If you worked a partial day, instead of the whole day, click the **Edit Quantity per Day** to adjust the standard 8 hours for a workday.



- 7. To edit, enter a value in the **Update All Quantities** or the **Quantity per Day** field.



Non-Exempt

- 1. To Accrue Comp Special Time Off Hours



From your home page, click on the **Time** application. After selecting the date, and the amount of hours worked, select **Time Type: Worked Holiday – Comp Special Earned (Hours)** or **Worked Holiday – Comp Special Earned (In/Out)**.

OR

1. To Receive Pay



From your home page, click on the **Time** Time application and select **Time Type: Regular Hours** or **Regular Time (In/Out)**.

2. Define the number of hours worked on those days and click **Submit**. It will be routed to your manager for approval.