UNIVERSITY HOLIDAY TIMEKEEPING

➢ University of Virginia will observe the following holidays in 2017. Please take special care in completing your timecard.

http://www.hr.virginia.edu/calendars/university-holiday-schedule/

NON-EXEMPT EMPLOYEES

➢ If you observed the holidays and DID NOT WORK – Do nothing in the timecard. Holiday time is pre-populated in your timecard. These entries are what pay you for the holidays. You can then complete the remainder of the timecard as usual.

If you worked on the holiday, **DO NOT DELETE the pre-populated holiday in your timecard.** However, enter on the **Hours Worked** row the number of hours you worked on that day. The system will then pay you for the holiday AND compensate you with Comp Special Leave for the hours you worked on that day. **Note:** *The hours worked on a holiday do not count towards the hours required in the week.* The only time an employee will be paid for any hours worked on a holiday is if the hours worked on the holiday places the employee in overtime status on that day. When this happens, the hours worked over 40 hours are compensated according to the employee’s earnings policy, at the overtime rate. This usually occurs when the holiday falls on a Friday.

Note: If you are an employee with a **10-hour per day flex schedule** of Monday or Friday off, you will need to add a row for the hours type Holiday: 8 hours. Timekeepers might need to assist flex employees with this step if the employee cannot add the hours type Holiday.

EXEMPT EMPLOYEES

**NOTE:** Reminder that as of May 30, 2016, exempt staff are no longer required to submit a blank timecard. Exempt staff only need to submit a timecard if leave is taken or if they worked on a holiday where comp hours would be earned. Exempt staff are automatically paid for the holidays and do not need to indicate it on the timecard.

➢ If you are exempt and worked on the holiday, select the hours type: Comp Special Holiday Worked. You will then be paid for the holiday AND compensated with Comp Special Leave for the hours you worked on that day.