TIMECARD ENTRY FOR HOLIDAY PAY

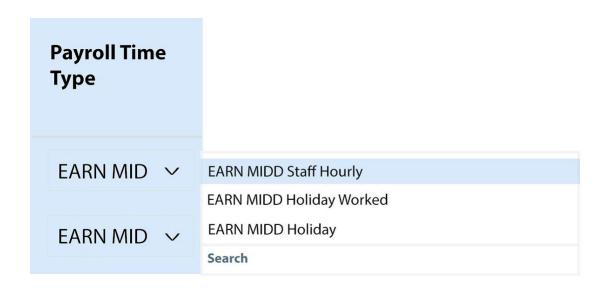
For exempt staff:

No action needed! No need to submit anything in the absence module.

For hourly staff:

- If you're not working during the holiday break, simply enter your normal, scheduled time in/time out using the Payroll Time Type: "EARN MIDD Holiday.
- If you're working during the holiday break, enter your time in/time out and enter the time that you actually worked using the payroll time type "EARN MIDD Holiday Worked." You can find more details on the <u>HR website</u>.

Here's a reminder of what the payroll "time type" list looks like in Oracle HCM:



SHARE A TIP, ASK A QUESTION

As always, we want to hear from you. If you have a question or tip you'd like us to share, email HR@middlebury.edu