

## 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 [HR website](#).

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

Payroll Time Type	
EARN MID ▾	EARN MIDD Staff Hourly
	EARN MIDD Holiday Worked
EARN MID ▾	EARN MIDD Holiday
	<b>Search</b>

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