

HR Direct – SATURDAY HOLIDAY REPORTING

Per State Law, holidays which fall on a Saturday require the campus to remain open on both the Friday before and Monday following the holiday. Friday is considered the primary holiday for Saturday. This is where the Holiday is applied during schedule creation. Offices are encouraged to have the majority of their employees take the primary day as their day off.

In order to report time correctly there are special instructions which need to be followed when completing timesheets.

General Instructions/Rules:

- You can NOT use Vacation, Sick, or Personal time on Friday, as this is the scheduled Holiday
- If you plan to take both Friday and Monday off, then Friday is reported as the Holiday (HOL) and Monday you use Vacation or Personal time.
- Employees must take either Friday or Monday as their holiday.
- Employees cannot work both days and earn Holiday Compensatory Time (HCTES) as this is not a floating holiday.
- Employees cannot take partial days – Holiday (HOL) has to be used on Friday or Monday, but not both (Note: this does not apply to 24/7 operations such as Power Plant or Police)

Special Rules for Part Time Employees:

- Part-Time Employees, per UMass Lowell policy, only receive a holiday if their regular schedule includes the holiday.
- Employee who’s regular day to work includes Friday.

Note: Employees taking the holiday on Friday, with no exceptions for the week, do not have to do any timesheet entry. It is treated as a regular week without exceptions.

Scenario: Employees working on Friday and taking Holiday on Monday

1. **Employee Taking Holiday on Monday:** Enter 0.00 hours of HOL on Friday and click Submit

From Sunday 12/19/2010 to Saturday 12/25/2010

Timesheet Overrides

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
	12/19	12/20	12/21	12/22	12/23	12/24	12/25		
+ -						0.0			HOL - Holiday
+ -									
+ -									

Submit

2. Click OK.
3. Click on the [Next Week >>](#) link to go to the next week’s timesheet to report holiday on Monday.

4. Enter 7.5 hours HOL on the following Monday click Submit

From Sunday 12/26/2010 to Saturday 01/01/2011

Timesheet Overrides

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
	12/26	12/27	12/28	12/29	12/30	12/31	1/1		
+ -		7.5							HOL - Holiday
+ -									
+ -									

Submit

6. Click OK.