Holiday Time Entry and the Holiday Trigger

November 2024

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Holidays in Workday

Hourly/wage employees must follow Workday time entry instructions for periods that include a university holiday to ensure an accurate payroll.

See LSU PM-05 for LSU System Holiday Schedules.

Unclassified salaried employees and faculty members do not enter time on observed holidays.

Holiday Time Entry Codes

Holiday Worked

Employees who work on a LSU holiday or alternate holiday enter **Holiday Worked** for all hours worked on the holiday and shall be paid at 1.5 times the hourly rate

Holiday Trigger

Must be used to trigger holiday hours during weeks when there are no other hours worked

Enter .01 in the unit field

Holiday Adjustment

Time entry code used to change the total paid holiday hours based upon the employee's regular work schedule or to denote the alternate holiday

Holiday Worked

- LSU pays state overtime for all hours worked on LSU holidays or alternate holidays

- Enter all hours actually worked on the holiday using the **Holiday Worked** time entry code

- Pays at 1.5 times the hourly rate, regardless of total hours worked during the week

- **Comp Time Earned** may be entered for hours worked on a holiday
  - HRM will manually adjust the additional accrual for comp time earned on the holiday

Holiday Trigger

- Holiday hours in Workday populate when the employee enters hours worked or time off from the time entry calendar
- When to use the Holiday Trigger:
  - The full week closure between Christmas and New Years
  - The employee has time offs entered from the time off calendar
  - Must be submitted and approved
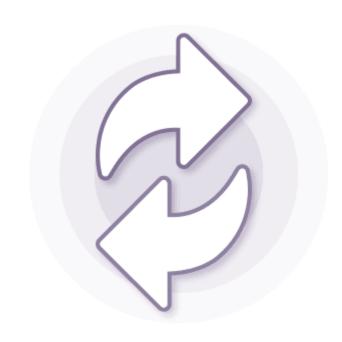- Enter .01 in the unit field

Holiday Adjustment

- Workday defaults to 8 hours of holiday pay for leave eligible employees

- **Adjusts** holiday hours for employees who have an irregular work schedule or leave eligible part-time employees

- Used to create an alternate holiday when the holiday falls on the employee's day off

- To reduce holiday hours, enter (-) before the number of hours less 8 to decrease the holiday hours

- To increase holiday hours, enter the number of additional hours to pay more than 8 holiday hours
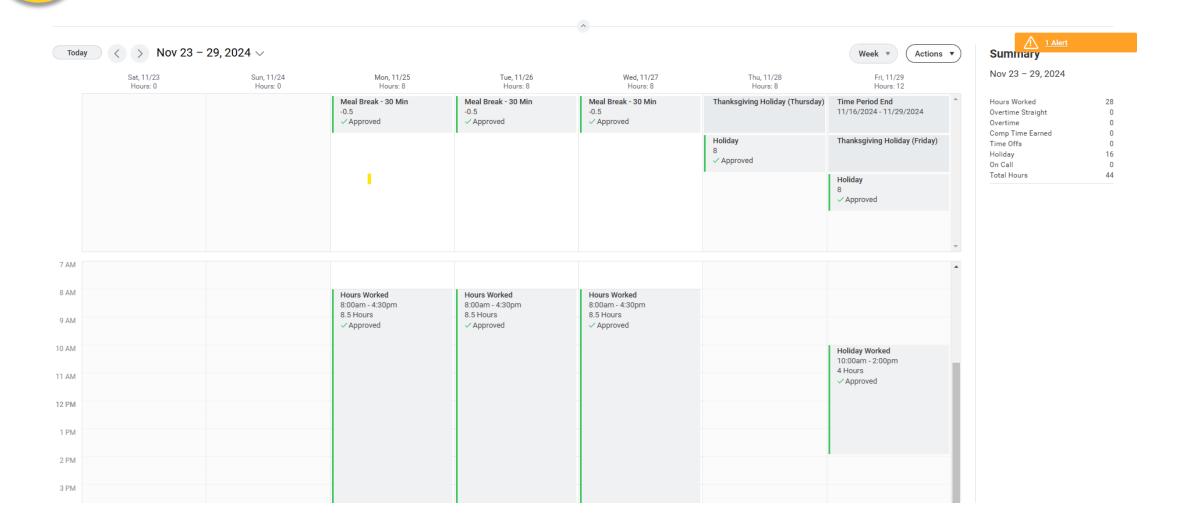
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Holiday Adjustment

- When an employee's day off falls on the university holiday
    - For a full-time employee enter -8 Holiday Adjustment on the LSU holiday
    - Enter 8 Holiday Adjustment on the next closest scheduled workday within the LSU work week (Sat-Fri)

- An employee whose regular work schedule is 10 hours will enter a 2 hour Holiday Adjustment

- An employee scheduled to work 6 hours will enter -2 hour Holiday Adjustment

Sample Holiday Worked

Sample Holiday Trigger

Holiday Time Entry

Hourly employees must follow holiday time entry instructions to ensure correct pay.

Watch for timekeeper instructions and see the [Holiday Time Tracking Quick Guide](#) for details.

Early lockout period dates: Mon, 12/16 and Sun, 12/22

Today ‹ › **Dec 23 – 29, 2023** ⌄   Week ▾   Actions ▾

	Sat, 12/23 Hours: 0	Sun, 12/24 Hours: 0	Mon, 12/25 Hours: 8	Tue, 12/26 Hours: 8	Wed, 12/27 Hours: 8	Thu, 12/28 Hours: 8	Fri, 12/29 Hours: 8
			Christmas Holiday (Monday)	Christmas Holiday (Tuesday)	Christmas Holiday (Wednesday)	Christmas Holiday (Thursday)	Time Period End 12/16/2023 - 12/29/2023
			Holiday 8 - Paid ✓ Approved	Holiday 8 - Paid ✓ Approved	Holiday 8 - Paid ✓ Approved	Holiday 8 - Paid ✓ Approved	Christmas Holiday (Friday)
			Holiday Trigger 0.01 Hours ✓ Approved				Holiday 8 - Paid ✓ Approved

Summary

Dec 23 – 29, 2023

Hours Worked	0
Overtime Straight	0
Overtime	0
Comp Time Earned	0
Time Offs	0
Holiday	40
On Call	0
Total Hours	40

7 AM

8 AM

9 AM

10 AM

11 AM

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Sample Alternate Holiday

Holiday Schedules and Job Aides

Employee Information

- Payroll schedules can be found on the payroll website

- Lockout dates for early holiday processing are notated on the Workday time entry calendar

- The Holiday Time Tracking Quick Guide is located in the HRM Digital Resource Library

- Watch for timekeeper email communications with time entry instructions

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Workday Reports and Reminders

Timekeepers and managers should use Workday reports to monitor time entry for weeks with holidays

- Workers With No Time Entry – identifies employees with zero hours; helpful between Christmas and New Years
- Time Not Submitted
- Time Not Approved

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Questions?

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Thank You!

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