How to Report Time Worked on ISU Holidays (Hourly Non-Exempt)

This tutorial will be helpful for hourly employees who need to report time worked on ISU Holidays.

Report and submit the worked ISU Holiday time on your timesheet:

1) Enter the amount of time you worked on the ISU Holiday, using your regular Time Reporting Code (in this example, on the “1REG – Regular – Shift 1 – Overtime”.)*
2) Leave the HOLhours pre-populated “as is” on that day.
3) Click the Submit button

* The example below is using a timesheet that was “pre-populated” with the standard regular worked hours, ISU Holidays, and AC days. For this example, this employee worked five hours on 12/31. Initially, these days would have pre-populated with just the 7.5 hours of Holiday Time as they are recognized ISU Holidays.

4) After your hours are approved by your supervisor, click on the Payable Time tab on your timesheet.
5) Payable Time will show you that you will be paid overtime ("time and a half") for the hours worked on that day, in addition to your Holiday pay:
Other things to note regarding reporting time worked on ISU Holidays:

- Working on ISU Holidays or AC days is at the discretion of your department and whether you are considered essential personnel.
- How your time is converted into payable time (e.g., Overtime) is dependent on applicable Union Code Guidelines, if any apply to your workgroup classification.

Contact information:

- For more information on submitting your time, please contact Human Resources at 438-8311
- If you are having access issues, please contact 438-4357
- For guidance on navigating to your hourly timesheet, please use the following link to the tutorial regarding reporting time for hourly employees:

  How to Report Time for Hourly Non-Exempt Employees