Wanda WorkSmart's
Weekly Workday Tips & Tricks
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In this edition:
Holiday Reporting for Payroll

As the holiday season approaches, here's what you need to know about holiday reporting for payroll, beginning with Veterans Day next week!

Employee timesheets must be submitted by end of business Wednesday, November 10, or the last shift worked on Thursday, November 11. Managers must approve all timesheets and absence requests for the pay period by Friday, November 12.

Hourly Employees and Employees required to submit Timesheets
- To be eligible for holiday pay, hourly workers must be in a paid status (worked hours or paid leave) on the last scheduled day before and the day following the holiday, even when the holiday falls on the last day of the pay period such as Veterans Day this year. Holiday hours will auto-populate once paid status hours are entered in the timesheet for the day prior.
- If an employee is not in a paid status the day before and after the holiday, the employee is not eligible for holiday pay and the holiday should not be included on the timesheet.
- For Full Time Hourly Employees with a work schedule of (5) 8-hour days, 8 hours of holiday pay will be populated when time is submitted.
- For Full Time Hourly Employees scheduled for more or less than 8 hours on the holiday, holiday pay will default to the number of daily hours scheduled for that day or 8 hours, whichever is greater.
- IMPORTANT: Holiday hours will populate in the timesheet based on the current Work Schedule. It is critical that Work Schedules are accurate to ensure correct holiday pay calculations.

Part Time Employees
- For Part Time Employees, the number of holiday hours paid will be prorated based on hours in pay status. Holiday hours will not be reflected on the timesheet, but will be displayed on payslips.

Salaried Employees
- Holidays are included in the payroll calculation for salaried employees. No action is needed.

Continuous FMLA Leave
- For employees on a continuous FMLA Leave of Absence spanning the holiday, Managers will need to enter the holiday time in the Absence Calendar by navigating to the Admin Use Only category and selecting either FMLA Holiday Paid (if they are in a paid status both the day prior to and the day that follows the holiday) or FMLA Holiday Unpaid (if they are NOT in a paid status both the day prior to and the day that follows the holiday). Employees cannot make this selection themselves.