



## TIME REPORTING HELPFUL TIPS

### Editing Holiday for Part Time Non-Exempt Employees

Regular part-time non-exempt employees default into Kronos with 4 hours of holiday pay. Per [GW Policy](#) part-time employees receive prorated holiday hours based upon percentage of effort. The number of Holiday hours is determined by the employees FTE on their job record in Banner.

Please follow directions below to make adjustments to the employee's time card to reflect the correct number of holiday hours the employee should receive.

#### Adjusting Computer Generated Holiday:

1. Click on the Plus (+) sign next to the day to **add a row**
2. Click the arrow to display the available pay codes and select a pay code **HOL** pay code from the list
3. Click the **Amount** cell that corresponds to the pay code you selected. Enter the additional amount of hours you need to pay the employee. This will be added to the current 4 hours of holiday already there.
4. Click **Save**.

X	+	Sun 2/19			
	+	Mon 2/20	Presidents' Da...	4.0	
X	+	Mon 2/20	HOL	2.2	