

GUIDELINES FOR FLOATING HOLIDAYS

The floating holidays Northeastern observes vary based on location and division within the university. If you have questions about your floating holidays, please ask your manager.

FLOATING HOLIDAYS AND TIMESHEETS

You only need to update your timesheet if you work on a Floating Holiday. *If you do not work on a Floating Holiday, you do not need to update your timesheet; submit it as you normally would.*

HOW TO UPDATE TIMESHEET IF YOU WORK ON A FLOATING HOLIDAY

On the timesheet, the **Floating Holiday** will be populated with the usual hours worked; this screen shot assumes the individual does not work on Labor Day, Monday, September 4.

Time Entry									
Pay Code	Sun 09/03	Mon 09/04	Tue 09/05	Wed 09/06	Thu 09/07	Fri 09/08	Sat 09/09	Case ID	Total
Please Select									
Regular (Hours)		0.00	7.00	7.00	7.00	7.00			28.00
Floating Holiday		7.00							7.00
	0.00	7.00	7.00	7.00	7.00	7.00	0.00		35.00

Work Da	Pay Code	Hours
09/04/2017	Floating Holiday	7.00
09/04/2017	Regular (Hours)	0.00
09/05/2017	Regular (Hours)	7.00
09/06/2017	Regular (Hours)	7.00
09/07/2017	Regular (Hours)	7.00
09/08/2017	Regular (Hours)	7.00

Total	35.00
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If you work on the Floating Holiday, on the timesheet:

- Change **Floating Holiday** hours to **Regular (Hours)**.
- Populate **Regular (Hours)** with the number of hours worked, in this example seven. In the comments section, please note that the **Floating Holiday** will be taken on another day.
- Save the changes. (An orange Save disk icon indicates changes have not been saved yet. When it is blue there are no changes to be saved).

Save More Table View

Time Entry

Pay Code	Sun 09/03	Mon 09/04	Tue 09/05	Wed 09/06	Thu 09/07	Fri 09/08	Sat 09/09	Case ID	Total
Please Select									
Regular (Hours)		7.00	7.00	7.00	7.00	7.00			35.00
Monday Comments 04SEP2017 AJA: Floating Holiday will be taken on 11SEP2017 instead.									
Floating Holiday		0.00							0.00
	0.00	7.00	7.00	7.00	7.00	7.00	0.00		35.00

Exceptions Results Schedule Time Off Leave Balances

Work Da	Pay Code	Hours
09/04/2017	Floating Holiday	7.00
09/04/2017	Regular (Hours)	0.00
09/05/2017	Regular (Hours)	7.00
09/06/2017	Regular (Hours)	7.00
09/07/2017	Regular (Hours)	7.00
09/08/2017	Regular (Hours)	7.00
Total		35.00

- After saving the changes, the seven hours worked on Monday, September 4 now display as Regular (Hours) under the Time Entry and Results tabs.

Save More Table View Data saved

Time Entry

Pay Code	Sun 09/03	Mon 09/04	Tue 09/05	Wed 09/06	Thu 09/07	Fri 09/08	Sat 09/09	Case ID	Total
Please Select									
Regular (Hours)		7.00	7.00	7.00	7.00	7.00			35.00
Floating Holiday		0.00							0.00
	0.00	7.00	7.00	7.00	7.00	7.00	0.00		35.00

Exceptions Results Schedule Time Off Leave Balances

Work Da	Pay Code	Hours	Meal Hours
09/04/2017	Floating Holiday	0.00	0.00
09/04/2017	Regular (Hours)	7.00	0.00
09/05/2017	Regular (Hours)	7.00	0.00
09/06/2017	Regular (Hours)	7.00	0.00
09/07/2017	Regular (Hours)	7.00	0.00
09/08/2017	Regular (Hours)	7.00	0.00

Total		35.00	0.00
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HOW TO REQUEST A FLOATING HOLIDAY

If you have worked a Floating Holiday, you may take a day off 30 days before or after the **Floating Holiday**. The manager or supervisor needs to approve the day. Request the day just as you would request any time off and use **“Floating Holiday”** as the pay code. Be sure to note the original **Floating Holiday** which you worked in **Comments** section.

TIME TRACKING HRNAVIGATOR Home ? Help My Time Off

View Request List

Create Time Off Request

Pay Code: Floating Holiday

Dates: 09/11/2017 To 09/11/2017

Comments: Request to take Labor Day Floating Holiday of 04SEP2017 on 11SEP2017

Next