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# Recording Holiday Time

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## WFS: Recording Holiday Time

### Holiday and Winter Recess Policies

To be eligible for paid holiday and winter recess time, you must be employed in a regular, benefits-eligible staff position working at least 50% full time. For full details, refer to the [Holiday Information](#) and [Holiday & Winter Recess Calendar](#) pages on the HR website.

Note that some unions may have different holiday rules; if you are part of a bargaining unit, refer to your union agreement for any additional detail. Holidays for the Qatar campus are not managed in WFS.

### Recording Holiday Time on your Timesheet

Scheduled holidays and winter recess, including certain union-specific alternate holidays, will pre-populate into your timecard no less than 30 days before the holiday.

Please **do not enter the holiday time yourself**; let it automatically populate for you. If it is less than 30 days before the holiday and you do not it reflected in your timesheet, please [contact us](#).

### Working on a Holiday: Biweekly-paid employees

If you are required to work on a holiday as a biweekly-paid employee, you have two options:

- Receive *both* the full holiday pay *and* time-and-a-half for your time worked.
- Receive time-and-a-half for your time worked, and take your holiday on another day. The rescheduled holiday must be coordinated with your manager and must occur within 30 days following the scheduled holiday (or per union agreement).

#### To receive both holiday pay *and* time-and-a-half:

1. Keep the pre-populated holiday time on your timesheet.
2. Add a new line to that day and select "Hours Worked." Enter your worked hours and save your timesheet. This time will automatically pay at time-and-a-half.

#### To use your holiday on another day:

1. **Do not delete the Holiday row on your timesheet.** Instead, edit your "Holiday" time to display "0" (zero) hours.
2. Add a new line to that day and select "Hours Worked." Enter your worked hours and save your timesheet. This time will automatically pay at time-and-a-half.

3. The saved holiday will appear in your "Worked Holiday Bank," visible at the bottom of your timesheet under the "Time Off" tab.
4. To use the holiday the on an alternate day, select the "Holiday" pay code for that day and enter hours accordingly.

## Working on a Holiday: Monthly-paid employees

If you work on a holiday as a monthly-paid employee, you may use that holiday time at a later date. The rescheduled holiday must be coordinated with your manager, and must occur within 30 days following the scheduled holiday (or per union agreement).

1. **Do not delete the Holiday row on your timesheet.** Instead, edit your "Holiday" time to display "0" (zero) hours. As a monthly-paid employee, there is no need to enter "time worked."
2. The saved holiday will appear in your "Worked Holiday Bank," visible at the bottom of your timesheet under the "Time Off" tab.
3. To use the holiday the on an alternate day, select the "Holiday" pay code for that day and enter hours accordingly.

## Key Information

### What happens if I forget to adjust my holiday time?

After the pay period closes, your time approver must submit a timesheet amendment (see [Creating an Amendment](#)). When amending your timesheet, your approver can use the procedures above to remove or record holiday time as appropriate.

### My holiday hours are populating differently than my regularly scheduled hours...

If your pre-populated holiday time does not match your scheduled time (e.g., you work 8 hours per day, but your holiday populates at 7.5 hours), there is likely an error in your setup. Please contact your department's HR administrator and ask them to review your myHR Job record. In the immediate term, you may adjust the hours for that holiday on your timesheet.

### I am trying to remove holiday hours, but they keep coming back.

If you fully delete the "Holiday" line from your timesheet, it will populate back in automatically. Instead, adjust the "Holiday" line to "0" (zero) hours. Then, add a new line to record any hours worked.

### How can I update my holidays if I use a timeclock?

If you swipe in and out at a timeclock, your time approver or HR administrator may need to make the adjustments for you. Please contact your supervisor for information regarding your department's policies for timeclock users.