

# HOLIDAY & WINTER BREAK TUTORIAL – 2023

Salaried Non-Exempt Benefited employees will need to report hours for Holidays and Winter Break days regardless of whether any extra hours are worked on those days. The dates for 2023/2024 are as follows:

- 12/25/23 – Holiday
- 12/26/23 – Holiday
- 12/27/23 – Winter Break
- 12/28/23 – Winter Break
- 12/29/23 – Winter Break
- 01/01/24 – Holiday
- 01/02/24 – Holiday

Winter Break and Holiday Hours are based on the employee's FTE, so a full-time employee will receive 8 hours for each day, whereas a half-time employee will receive 4 hours for each day. If an **employee does not work** any hours on the Holidays or Winter Break days, their time should be reported as follows:

*Time Reporting Code	Department Name	Sunday, December 24	Monday, December 25	Tuesday, December 26	Wednesday, December 27	Thursday, December 28	Friday, December 29	Saturday, December 30	Sunday, December 31	Monday, January 01	Tuesday, January 02
		Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
Holiday Hours →	Holiday Hc   Payroll		8.00	8.00						8.00	8.00
Time Off Winter Break →	Time Off W   Payroll				8.00	8.00	8.00				

An **employee who works on a Winter Break day** will report the Holiday Hours and Time Off Winter Break hours as indicated above. In addition, the hours worked on the Winter Break days will be reported using the code Winter Break Hours Worked. The employee will receive compensatory time for the hours worked on a Winter Break day as straight time. In the example below, the employee would receive 6 hours of compensatory time:

*Time Reporting Code	Department Name	Sunday, December 24	Monday, December 25	Tuesday, December 26	Wednesday, December 27	Thursday, December 28	Friday, December 29	Saturday, December 30	Sunday, December 31	Monday, January 01	Tuesday, January 02
		Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
Holiday Hours →	Holiday Hc   Payroll		8.00	8.00						8.00	8.00
Time Off Winter Break →	Time Off Wi   Payroll				8.00	8.00	8.00				
Winter Break Hours Worked →	Winter Brea   Payroll				2.00	2.00	2.00				

An **employee who works on a Holiday**, or works on Saturday/Sunday of this week, will report the Holiday Hours and Time Off Winter Break hours as indicated previously. In addition, they will report Regular Hours for the hours worked on a Holiday or Saturday/Sunday. The employee will receive compensatory time for the hours worked on the Holiday at time and one-half. The hours worked on Saturday/Sunday will be compensated at straight time. In the example below, the employee would receive a total of 12 hours of compensatory time:

	*Time Reporting Code	Department Name	Sunday, December 24	Monday, December 25	Tuesday, December 26	Wednesday, December 27	Thursday, December 28	Friday, December 29	Saturday, December 30	Sunday, December 31
			Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
Holiday Hours →	Holiday Hc ▾	Payroll ▾		8.00	8.00					
Time Off Winter Break →	Time Off W ▾	Payroll ▾				8.00	8.00	8.00		
Regular Hours →	Regular Hc ▾	Payroll ▾			4.00				3.00	3.00

An **employee who is on call on a Holiday** (not Winter Break day) will report the Holiday Hours and Time Off Winter Break hours as indicated previously. In addition, they will report 8 hours (or equivalent hours for FTE) of On Call Hours for each Holiday they are on call {on the benefited assignment}. They must also report 1 hour of On Call Pay for each actual day they are on call {on the secondary/hourly assignment}.

	*Assignment Number	*Time Reporting Code	Sunday, December 24	Monday, December 25	Tuesday, December 26	Wednesday, December 27	Thursday, December 28	Friday, December 29	Saturday, December 30	Sunday, December 31	Monday, January 01	Tuesday, January 02
			Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
Holiday Hours →	E12345 ▾	Holiday Hou ▾		8.00	8.00						8.00	8.00
Time Off Winter Break →	E12345 ▾	Time Off Wir ▾				8.00	8.00	8.00				
On Call Hours →	E12345 ▾	On Call Hou ▾		8.00	8.00							
On Call Pay →	E12345-2 ▾	On Call Pay ▾		1.00	1.00	1.00	1.00	1.00				

An **employee who is on call and gets called in to work** will report the hours differently based on the day worked. If the day is a Winter Break day, the hours are reported as Winter Break Hours Worked. If the day worked is a Holiday or Saturday/Sunday, the hours are reported as Regular Hours.

	* Assignment Number	* Time Reporting Code	Sunday, December 24	Monday, December 25	Tuesday, December 26	Wednesday, December 27	Thursday, December 28	Friday, December 29	Saturday, December 30	Sunday, December 31	Monday, January 01	Tuesday, January 02
			Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
Holiday Hours →	E12345	Holiday Ho		8.00	8.00						8.00	8.00
Regular Hours →	E12345	Regular Ho			6.00						2.00	
Time Off Winter Break →	E12345	Time Off W				8.00	8.00	8.00				
Winter Break Hours Worked →	E12345	Winter Bre						4.00				
On Call Hours →	E12345	On Call Ho		8.00	8.00							
On Call Pay →	E12345-2	On Call Pay		1.00	1.00	1.00	1.00	1.00				

If you or your department have a unique time reporting situation that is not addressed in any of the above examples and guidance is needed, please contact the Payroll Office at [payroll1@uwyo.edu](mailto:payroll1@uwyo.edu) or 766-2217.