

HOLIDAY & WINTER BREAK TUTORIAL – 2024

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:

- 12/24/24 – Holiday
- 12/25/24 – Holiday
- 12/26/24 – Winter Break
- 12/27/24 – Winter Break
- 12/30/24 – Winter Break
- 12/31/24 – Holiday
- 01/01/25 – 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, **AND they work the days immediately before and after the break within the two-week period**, their time should be reported as follows:

*Time Reporting Code	Department Name	Sunday, December 22	Monday, December 23	Tuesday, December 24	Wednesday, December 25	Thursday, December 26	Friday, December 27	Saturday, December 28	Sunday, December 29	Monday, December 30	Tuesday, December 31	Wednesday, January 01	Thursday, January 02	Friday, January 03	Saturday, January 04
		Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
Regular Hours	Payroll		8.00										8.00	8.00	
Holiday Hours	Payroll			8.00	8.00						8.00	8.00			
Time Off Winte	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 22	Monday, December 23	Tuesday, December 24	Wednesday, December 25	Thursday, December 26	Friday, December 27	Saturday, December 28	Sunday, December 29	Monday, December 30	Tuesday, December 31	Wednesday, January 01	Thursday, January 02	Friday, January 03	Saturday, January 04
		Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
Regular Hours	Payroll		8.00										8.00	8.00	
Holiday Hours	Payroll			8.00	8.00						8.00	8.00			
Time Off Winte	Payroll					8.00	8.00			8.00					
Winter Break H	Payroll					2.00	2.00			2.00					

An **employee who works on a Holiday** 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. The employee will receive compensatory time for the hours worked on the Holiday at time and one-half. In the example below, the employee would receive a total of 6 hours of compensatory time:

*Time Reporting Code	Department Name	Sunday, December 22	Monday, December 23	Tuesday, December 24	Wednesday, December 25	Thursday, December 26	Friday, December 27	Saturday, December 28	Sunday, December 29	Monday, December 30	Tuesday, December 31	Wednesday, January 01	Thursday, January 02	Friday, January 03	Saturday, January 04
		Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
Regular Hours	Payroll		8.00								4.00		8.00	8.00	
Holiday Hours	Payroll			8.00	8.00						8.00	8.00			
Time Off Winter Break	Payroll					8.00	8.00			8.00					
Winter Break Hours	Payroll					2.00	2.00			2.00					

An **employee who is on call on a Holiday** (not a 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 22	Monday, December 23	Tuesday, December 24	Wednesday, December 25	Thursday, December 26	Friday, December 27	Saturday, December 28	Sunday, December 29	Monday, December 30	Tuesday, December 31	Wednesday, January 01	Thursday, January 02	Friday, January 03	Saturday, January 04
		Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
E8777	Regular Hours		8.00										8.00	8.00	
E8777	Holiday Hours			8.00	8.00						8.00	8.00			
E8777	Time Off Winter Break					8.00	8.00			8.00					
E8777	On Call Hours			8.00	8.00										
E8777-2	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 22	Monday, December 23	Tuesday, December 24	Wednesday, December 25	Thursday, December 26	Friday, December 27	Saturday, December 28	Sunday, December 29	Monday, December 30	Tuesday, December 31	Wednesday, January 01	Thursday, January 02	Friday, January 03	Saturday, January 04
		Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
E8777	Regular Hours		8.00	2.00									8.00	8.00	
E8777	Holiday Hours			8.00	8.00						8.00	8.00			
E8777	Time Off Winte					8.00	8.00			8.00					
E8777	Winter Break H						4.00								
E8777	On Call Hours			8.00	8.00										
E8777-2	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 or 766-2217.