

HOLIDAY & WINTER BREAK TUTORIAL – 2025

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 2024/2025 are as follows:

- 12/24/25 – Holiday
- 12/25/25 – Holiday
- 12/26/25 – Winter Break
- 12/29/25 – Winter Break
- 12/30/25 – Winter Break
- 12/31/25 – Holiday
- 01/01/26 – 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 21	Monday, December 22	Tuesday, December 23	Wednesday, December 24	Thursday, December 25	Friday, December 26	Saturday, December 27	Sunday, December 28	Monday, December 29	Tuesday, December 30	Wednesday, December 31	Thursday, January 01	Friday, January 02	Saturday, January 03
		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 Winter Break ▾	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 21	Monday, December 22	Tuesday, December 23	Wednesday, December 24	Thursday, December 25	Friday, December 26	Saturday, December 27	Sunday, December 28	Monday, December 29	Tuesday, December 30	Wednesday, December 31	Thursday, January 01	Friday, January 02	Saturday, January 03
		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 Winter Break ▾	Payroll ▾						8.00			8.00	8.00				
Winter Break Hours Worked ▾	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 21	Monday, December 22	Tuesday, December 23	Wednesday, December 24	Thursday, December 25	Friday, December 26	Saturday, December 27	Sunday, December 28	Monday, December 29	Tuesday, December 30	Wednesday, December 31	Thursday, January 01	Friday, January 02	Saturday, January 03
Regular Hours	Payroll		8.00	8.00								4.00		8.00	
Holiday Hours	Payroll				8.00	8.00						8.00	8.00		
Time Off Wint	Payroll						8.00			8.00	8.00				

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 21	Monday, December 22	Tuesday, December 23	Wednesday, December 24	Thursday, December 25	Friday, December 26	Saturday, December 27	Sunday, December 28	Monday, December 29	Tuesday, December 30	Wednesday, December 31	Thursday, January 01	Friday, January 02	Saturday, January 03
E8777	Regular Hours		8.00	8.00										8.00	
E8777	Holiday Hours				8.00	8.00						8.00	8.00		
E8777	Time Off Wint						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 21	Monday, December 22	Tuesday, December 23	Wednesday, December 24	Thursday, December 25	Friday, December 26	Saturday, December 27	Sunday, December 28	Monday, December 29	Tuesday, December 30	Wednesday, December 31	Thursday, January 01	Friday, January 02	Saturday, January 03
		Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
E8777	Regular Hours		8.00	8.00	2.00									8.00	
E8777	Holiday Hours				8.00	8.00						8.00	8.00		
E8777	Time Off Wint						8.00			8.00	8.00				
E8777	Winter Break						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.