



## HR Direct – SATURDAY HOLIDAY REPORTING

Per State Law, holidays which fall on a Saturday require the campus to remain open on both the Friday before and Monday following the holiday. Friday is considered the primary holiday for Saturday. This is where the Holiday is applied during schedule creation. Offices are encouraged to have the majority of their employees take the primary day as their day off.

In order to report time correctly there are special instructions which need to be followed when completing timesheets.

### General Instructions/Rules:

- You can NOT use Vacation, Sick, or Personal time on Friday, as this is the scheduled Holiday
- If you plan to take both Friday and Monday off, then Friday is reported as the Holiday (HOL) and Monday you use Vacation or Personal time.
- Employees cannot take partial days – Holiday (HOL) has to be used on Friday or Monday, but not both (Note: this does not apply to 24/7 operations such as Power Plant or Police)

### Special Rules for Part Time Employees:

- Part-Time Employees, per UMass Lowell policy, only receive a holiday if their regular schedule includes the holiday.
- Employee who's regular day to work includes Friday.

**Note:** Employees taking the holiday on Friday, with no exceptions for the week, do not have to do any timesheet entry. It is treated as a regular week without exceptions.

**Scenario:** Employee working on Friday 11/10 and taking Holiday on Monday 11/13

1. Enter 7.5.00 hours of HOL and a 2<sup>nd</sup> row of 7.5 HCTES on Friday.

*Time Reporting Code / Time Det.	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat
Row Totals	0 of 0	0 of 7.5	0 of 7.5	0 of 7.5	0 of 7.5	0 of 7.5	0 of 0
HOL - Holiday						7.5	
HCTES - Hol Comp						7.5	

2. Click Submit

**Note:** Allow PeopleSoft Time Administration to run.  
If you report HCTES before noon, go in after 3:00 to use it.  
If you report HCTES after noon, you can go in the next morning and use it.

3. Click on the [Next Week >>](#) link to go to the next week's timesheet to report using holiday on Monday.
4. Enter 7.5 hours HCTU on Monday

*Time Reporting Code / Time Details	12 Sun	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat
Row Totals	0 of 0	0 of 7.5	0 of 7.5	0 of 7.5	0 of 7.5	0 of 7.5	0 of 0

HCTU - Hol Comp Time	+	-		7.5					
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5. Click Submit.