Faculty Holiday Core CT Entry

This applies to individuals in the following classifications only: Instructor, Assistant Professor, Associate Professor, Professor, and Full Time Lecturer

The following days are designated as holidays for faculty:

Labor Day
Thanksgiving
Day after Thanksgiving
Memorial Day

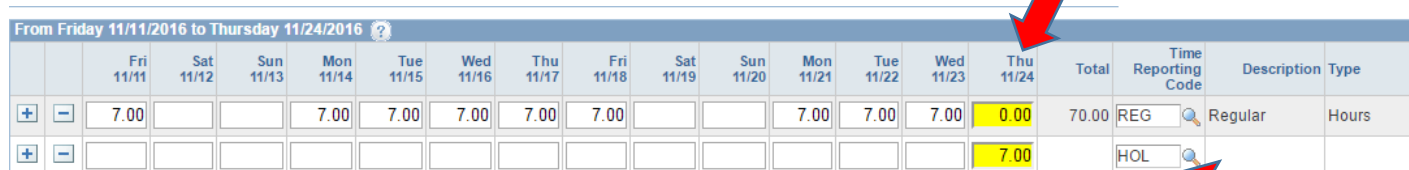The above listed Holidays will be coded as HOL (Holiday) in Core CT:

1.) **Holiday-** Indicates that a regularly scheduled workday is a designated holiday
   Time Reporter Code (TRC):   HOL
   Usage: Use for designated faculty holidays

   HOL Entry Instructions:
   1.) The day will be highlighted in yellow
   2.) Add a row (click on the "+" to the very left of the row)
   3.) Enter in your daily scheduled hours ("7") in the highlighted area
   4.) Enter in HOL in the TRC (Time Reporter Code) field
   5.) Zero out the hours in the highlighted field in the row with the TRC coded to REG
   6.) Submit

All other days should be coded as REG unless you are using accrued leave (SICK or PL) and/or have been given instructions to use a different code (e.g. LWWTR).