

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:

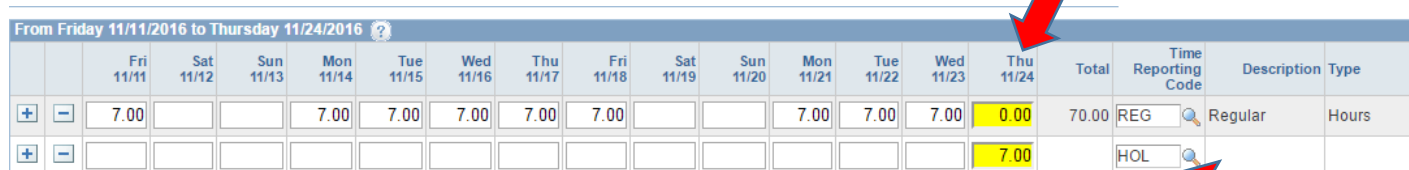
1.) Holiday- Indicates that a regularly scheduled workday is a designated holiday

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



From Friday 11/11/2016 to Thursday 11/24/2016 ?																Total	Time Reporting Code	Description	Type
	Fri 11/11	Sat 11/12	Sun 11/13	Mon 11/14	Tue 11/15	Wed 11/16	Thu 11/17	Fri 11/18	Sat 11/19	Sun 11/20	Mon 11/21	Tue 11/22	Wed 11/23	Thu 11/24					
+ -	7.00			7.00	7.00	7.00	7.00	7.00			7.00	7.00	7.00	0.00	70.00	REG	Regular	Hours	
+ -														7.00		HOL			

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).