To report holiday hours, click on “Enter Hours” for the appropriate day next to “Holiday Hours Taken.”

For full-time employees the holiday time is 8.00 hours per day, and for any part-time staff please record the appropriate amount of time for your FTE.

Below is an example of a non-exempt time sheet with 8.00 RGS hours reported each day and 8.00 holiday hours reported for Memorial Day, 05/30/2016.