



University of Connecticut

Holiday Time Entry: Student and Special Payroll Employees

Overview Student and special payroll employees do not have holiday time reporting rules, nor are they eligible to earn holiday time. Student and special payroll employees will use this job aid to report time on a holiday.

The following time reporting code (TRC) will be used when reporting time on a holiday for student and special payroll employees:

TRC	Description
REG	Student and special payroll employees do not have holiday time reporting rules. Therefore, they will use REG if they work on a holiday, and leave the date blank if they do not work on a holiday.

Employee works on scheduled holiday															TRC																																																				
A student employee typically works 4.00 hours a day every Monday through Friday. A scheduled holiday falls on a Monday and the student employee works on the holiday.															REG	4.00																																																			
<table border="1"> <thead> <tr> <th colspan="17">From Friday 09/30/2016 to Thursday 10/13/2016 ?</th> </tr> <tr> <th></th> <th>Fri 9/30</th> <th>Sat 10/1</th> <th>Sun 10/2</th> <th>Mon 10/3</th> <th>Tue 10/4</th> <th>Wed 10/5</th> <th>Thu 10/6</th> <th>Fri 10/7</th> <th>Sat 10/8</th> <th>Sun 10/9</th> <th>Mon 10/10</th> <th>Tue 10/11</th> <th>Wed 10/12</th> <th>Thu 10/13</th> <th>Total</th> <th>Time Reporting Code</th> </tr> </thead> <tbody> <tr> <td>+ -</td> <td>4.00</td> <td></td> <td></td> <td>4.00</td> <td>4.00</td> <td>4.00</td> <td>4.00</td> <td>4.00</td> <td></td> <td></td> <td>4.00</td> <td>4.00</td> <td>4.00</td> <td>4.00</td> <td>40.00</td> <td>REG</td> </tr> </tbody> </table>																	From Friday 09/30/2016 to Thursday 10/13/2016 ?																		Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Time Reporting Code	+ -	4.00			4.00	4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00	40.00	REG
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