

# HOLIDAY TIMECARD FAQS

## **1 How should I submit my timecard if I am working during the Christmas Holiday?**

If you are working through the Christmas Holiday, all hours worked **December 23 - January 2** should be recorded on the employee's timecard as **Regular Hours**.

Any benefits-eligible employee's **regularly scheduled hours not worked** from **December 23 - January 2** should be recorded on the timecard as **Holiday Hours**.

## **2 How should I submit my timecard if I am NOT working during the Christmas Holiday?**

If you are **NOT** working through the Christmas Holiday and you are benefits eligible, record your normally scheduled work hours as **Holiday Hours** for **December 23 - January 2**.

## **3 I am a manager, when should I approve timecards?**

Supervisors should approve time cards on **12/22** if employees are **not working** on **12/23, 12/24 or 12/25**.

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## **4 I am a student worker, how should I submit my timecard for Christmas break?**

If you are a student worker, do **NOT** log Holiday Hours. Please submit timecards by **end of your last work day** before the holiday break.

## **5 I have additional questions, who should I contact?**

For additional support, please email [askHR@baylor.edu](mailto:askHR@baylor.edu).

*Note: Pay period ending 12/24/2022 will have a normal Friday pay date of 12/30/2022.*

Merry  
Xmas

**Have a Merry Christmas  
and a Happy New Year!**