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.

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!