

# HOLIDAY TIMECARD

## FAQS

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

If you are working during the Christmas Holiday, all hours worked **December 22 - 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 22 - 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 22 - January 2**.

### 3 I am a manager of biweekly employees, when should I approve timecards for pay period ending 12/23/2023?

If employees are not working on 12/22, or 12/23, managers should coordinate with employees to submit and approve timecards by end of day 12/21. If employees are working 12/22 or 12/23, managers should approve timecards as soon as all hours have been submitted, no later than 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 12/23/2023 will have a normal Friday pay date of 12/29/2023.***

**Joy to the  
World!**

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