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.
HOLIDAY TIMECARD

FAQS

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 12/23/2023 will have a normal Friday pay date of 12/29/2023.

Joy to the World! Have a Merry Christmas and a Happy New Year!