HOW TO REPORT HOURS WORKED ON A HOLIDAY ON WTE TIME SHEET

During official MTSU holidays, it is necessary for some employees to work. When an employee works on a holiday they have two payment options:

Option 1 – Receive time and a half pay for hours worked plus receive holiday pay
- The employee would enter their work hours on the "Hours Worked on Holiday" line on their WTE time sheet. The system will automatically pay time and a half for all hours worked.
- The employee hours for the holiday will automatically default on the "Holiday Pay" line. In addition to the time and a half pay for hours worked, the employee will also receive pay for the holiday at their straight rate.

Option 2 – Receive time and a half pay for hours worked and request that their holiday hours be added to their annual leave balance to be taken at a later date.
- The employee would enter their work hours on the "Hours Worked on Holiday" line on their WTE time sheet. The system will automatically pay time and a half for all hours worked.
- The employee hours for the MTSU holiday will automatically default on the "Holiday Pay" line. **The employee should click on these hours and replace them with a zero so the system will not pay them for the holiday**. The employee should use the "Comments" box to document they want their holiday hours added to their annual leave balance and also communicate this directly to their approver.
- The approver/department will send an "Add Annual Leave for Holiday Pay" memo to HRS with the employees name and number of hours to add to the employee's annual leave.
- HRS will add these hours to the employees annual leave balance on PEALEAV.

Holiday Pay for Regular Day Off (RDO)
- If an employee's regular day off falls on a holiday, the employee should have the holiday hours added to their annual leave balance to use at another time. The department would need to send an "Add Annual Leave for Holiday RDO" memo to HRS listing the employee names, and the number of hours to be added to annual leave.
- The employee hours for the MTSU holiday will automatically default on the "Holiday Pay" line. **The employee should click on these hours and replace them with a zero so the system will not pay them for the holiday.**

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