Workday

Job Aid:
Holiday Pay entry for hourly team members

If you have hourly team members, a holiday schedule is displayed on their calendars for informational purposes. Please review our [holiday policy](#) if holiday pay should be entered for your regular status hourly staff.

1. Log into your Workday account.
2. Under Your Top Apps, find the **Time and Absence** worklet and the **Time and Scheduling Hub** opens.
3. Under **Review and Approve Time**, enter the holiday and exclude Seasonal and Wages Only employees from **Employe Type**. Click OK.
4. Select a Worker and then **Enter Time for Worker.**
5. Click below the holiday on the calendar.
6. Under **Time Type** and Time Entry Codes, choose **Holiday Paid**.
7. Enter eligible hours.
8. Click OK.

Time Type *	✕ Holiday Paid ☰
Hours *	4

Details

Cost Center	☰
Job Profile	☰
Comment	

Cancel   OK

For questions, email workday@guestservices.com.