Holiday Row – Dos and Don’ts

If you are a Category A or B and you receive paid holiday time for Campus Holidays, you will see a pre-populated Holiday Row in your timesheet at the beginning of any pay period that has a Campus Holiday (Gold Day).

**Pre-populated Holiday Row Dos**

1. Add all worked hours *in a new row*
2. Populate the Project and Job Code drop down fields with the appropriate project information for **BOTH** lines

**Pre-populated Holiday Row Don’ts**

- Don’t delete the row!
- Don’t list all hours worked AND paid holiday in the Holiday Row
- Don’t change the Time Off type