Entering Thanksgiving Holiday Time-Quick Reference Guide

This instruction guide explains how an employee should enter time when the employee’s regular schedule either falls OR does not fall on the Thanksgiving and the day after Thanksgiving holidays. Four scenarios where the employee either does not work and is paid for the holiday OR, works on the holiday and is paid/given compensatory time are discussed in the instructions below.

From the four examples mentioned below, click on the scenario that applies to your work schedule during the Thanksgiving week.

1. Employee’s work schedule falls on the both holidays, Nov 22 and Nov 23 and the employee does not work on those days
2. Employee’s work schedule falls on both holidays, Nov 22 and Nov 23 and the employee works on one of the holidays
3. Employee’s work schedule does not fall on Nov 22 and Nov 23 and the employee does not work on the holidays
4. Employee’s work schedule does not fall on the holidays Nov 22 and Nov 23 BUT the employee works on the holidays

1. Log on to BUworks Central https://ppo.buw.bu.edu
2. Click on Employee Self Service
3. Click on Record Working Time
### Scenario 1: Employee’s work schedule falls on the Thanksgiving holiday, Nov 22 and the day after Thanksgiving, Nov 23 and the employee does not work on those days.

4. Select BU Paid Holiday (1012 code) in the Att./Abs Type column for Nov 22 and Nov 23.

5. Enter all other times for the week as you would normally do.

### Scenario 2: Employee’s work schedule falls on both holidays Thanksgiving, Nov 22 and the day after Nov 23 and the employee works on one of the holidays.

6. Select BU Paid Holiday (1012 code) in the Att./Abs Type column for Nov 22 and Nov 23.

7. Insert a row and enter the Hours Worked (1000) code and hours worked for the holiday (e.g. Employee works 3.5 hours on the morning of Nov 23).

8. Enter all other times for the week as you would normally do.

**Optional:** To elect to earn compensatory time of 1.5 hours per hour worked instead of overtime pay, please enter “01” in the “OT Comp Type” field for any hours worked on the holiday.
### Scenario 3: Employee’s regular work schedule does not fall on Thanksgiving Nov 22 and Nov 23 and the employee does not work on those days.

9. Make NO ENTRY for the holidays

10. Enter all other times as you would normally do

**NOTE:** If the employee is a represented employee (L2324), the system will automatically credit with a floating holiday

### Scenario 4: Employee’s regular work schedule does not fall on Nov 22 and Nov 23 BUT the employee works on both days.

11. Enter the Hours Worked (1000) code and the hours with the Start time and End time for the holiday

12. Enter all other times as you would normally do

**Optional:** To elect to earn compensatory time of 1.5 hours per hour worked instead of overtime pay, please enter “01” in the “OT Comp Type” field for any hours worked on the holiday

The system recognizes Thursday, Nov 22 and Friday, Nov 23 as holidays and that the hours are to be paid at the one and half time rate. If the employee is represented (e.g. L2324), the system will automatically credit with a floating holiday.