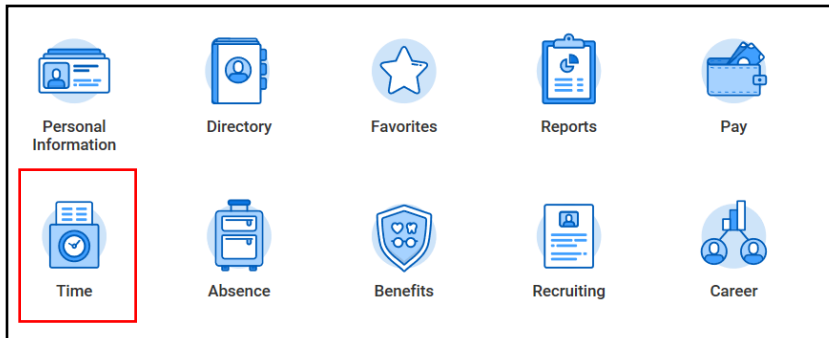


# Time and Absence: Non-Exempt 9/80 Fridays Floating Holiday Request

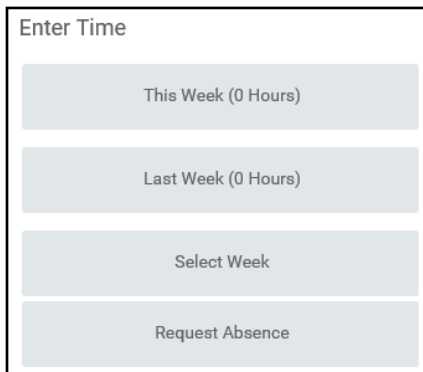
## 9/80 Non-Exempt Friday Time Entry

If you are a Non-Exempt 9/80 schedule employee taking time off on a Friday that you are *normally scheduled to work*, you must enter your request directly on your timesheet (**not** via the Absence application).

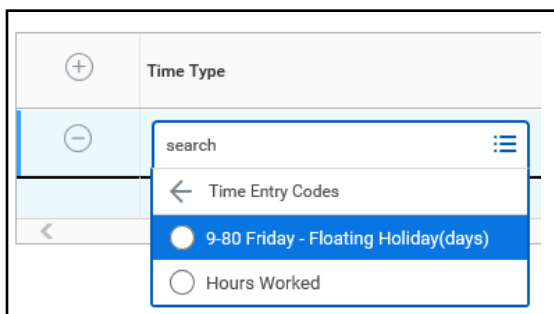
1. To get started, first navigate to the **Time** application on the Workday homepage:



2. From the **Enter Time** column, click the week for which you'd like to request a working Friday off.



3. Once the selected timesheet is open, click the **Enter Time** button and then select **Enter Time by Type**. In the Time Type column, select **9-80 Friday – Floating Holiday (days)**.



- After selecting the Time Type, enter .5 on the Friday you are scheduled to work but are taking a Floating Holiday. The .5 is equivalent to half a day (the AM hours that go with the current work week).

NOTE: The remaining .5 for the PM hours will display on Saturday of the following week once your time has been entered for the week.

Time Type	Worktags	Do Not Bill	Sat, 1/4	Sun, 1/5	Mon, 1/6	Tue, 1/7	Wed, 1/8	Thu, 1/9	Fri, 1/10
x 9-80 Friday - Floating Holiday (days)		<input type="checkbox"/>	0	0	0	0	0	0	.5

- Enter your remaining hours worked for the current week and click OK to save your entries.

Time Type	Worktags	Do Not Bill	Sat, 1/4	Sun, 1/5	Mon, 1/6	Tue, 1/7	Wed, 1/8	Thu, 1/9	Fri, 1/10
x Hours Worked		<input type="checkbox"/>	0	0	9	9	9	9	0
x 9-80 Friday - Floating Holiday (days)		<input type="checkbox"/>	0	0	0	0	0	0	0.5
			0	0	9	9	9	0	0.5

- Your timesheet will now display the 4-hour time block for the AM Floating Holiday hours, along with your Hours Worked for the week and is ready to be Submitted.

Today	Jan 3 - 10, 2020	View	Week					
	Fri 1/3 Hours: 0	Sat 1/4 Hours: 0	Sun 1/5 Hours: 0	Mon 1/6 Hours: 9	Tue 1/7 Hours: 9	Wed 1/8 Hours: 9	Thu 1/9 Hours: 9	Fri 1/10 Hours: 0
				Hours Worked 9 Hours Not Submitted	Hours Worked 9 Hours Not Submitted	Hours Worked 9 Hours Not Submitted	Hours Worked 9 Hours Not Submitted	Time Off 4 Not Submitted
								9-80 Friday - Floating Holiday(days) 0.5 Days Not Submitted

- Click the arrow to go to the next week. The 4 Floating Holiday hours that are displayed are the AM hours that were applied to the previous week.

Today	Jan 10 - 17, 2020	View	Week					
	Fri 1/10 Hours: 0	Sat 1/11 Hours: 0	Sun 1/12 Hours: 0	Mon 1/13 Hours: 0	Tue 1/14 Hours: 0	Wed 1/15 Hours: 0	Thu 1/16 Hours: 0	Fri 1/17 Hours: 0
	Time Off 4 Not Submitted							
	9-80 Friday - Floating Holiday(days) 0.5 Days Not Submitted							

- Enter your Hours Worked for the week and click OK to save your entries.

+	Time Type	Worktags	Do Not Bill	Sat, 1/11	Sun, 1/12	Mon, 1/13	Tue, 1/14	Wed, 1/15	Thu, 1/16	Fri, 1/17
-	x Hours Worked		<input type="checkbox"/>	0	0	9	9	9	9	0



9. Your timesheet will now display the 4-hour time block for the PM Floating Holiday hours on Saturday, along with your Hours Worked for the week and is ready to be Submitted.

Today		Jan 10 – 17, 2020						View	Week
	Fri 1/10 Hours: 0	Sat 1/11 Hours: 0	Sun 1/12 Hours: 0	Mon 1/13 Hours: 9	Tue 1/14 Hours: 9	Wed 1/15 Hours: 9	Thu 1/16 Hours: 9	Fri 1/17 Hours: 0	
Time Off	4 ⊙ Not Submitted	4 ⊙ Not Submitted		Hours Worked 9 Hours ⊙ Not Submitted	Hours Worked 9 Hours ⊙ Not Submitted	Hours Worked 9 Hours ⊙ Not Submitted	Hours Worked 9 Hours ⊙ Not Submitted		
9-80 Friday - Floating Holiday(days)	0.5 Days ⊙ Not Submitted	9-80 Friday - Floating Holiday(Day)							
		0.5 ⊙ Not Submitted							

10. Note that you can see your Floating Holiday balances within **Absence** on the left side of the screen. If necessary, you can change the **Balance as of** date. If you change the Balance as of date to 1/1/2020, you will see the plan now reflects 2 days of **Floating Holiday >=1/1/2020**.
- **NOTE:** Although the Floating Holiday <=12/31/2019 plan displays, it is inactive and will be removed at the beginning of the first full pay period in 2020 on 1/4/2020.

Balances	
Balance as of	10 / 29 / 2019
Per Plan	
Floating Holiday<=12/31/2019	0 Hours
Paid Time Off (PTO)	128 Hours

Balances	
Balance as of	01 / 01 / 2020
Per Plan	
Floating Holiday<=12/31/2019	16 Hours
Floating Holiday>=1/1/2020	2 Days

NOTE: As with other Time Off codes, i.e. PTO, Bereavement, etc., a Company Auto Credit will be automatically generated on Floating Holidays for employees who commute to work in a company vehicle.

