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GUIDELINES FOR FLOATING HOLIDAYS

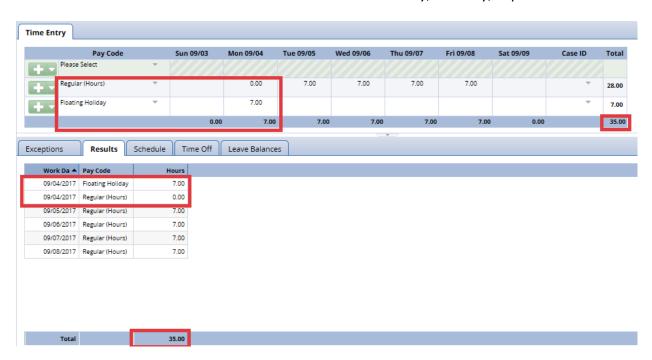
The floating holidays Northeastern observes vary based on location and division within the university. If you have questions about your floating holidays, please ask your manager.

FLOATING HOLIDAYS AND TIMESHEETS

You only need to update your timesheet if you work on a Floating Holiday. If you do not work on a Floating Holiday, you do not need to update your timesheet; submit it as you normally would.

HOW TO UPDATE TIMESHEET IF YOU WORK ON A FLOATING HOLIDAY

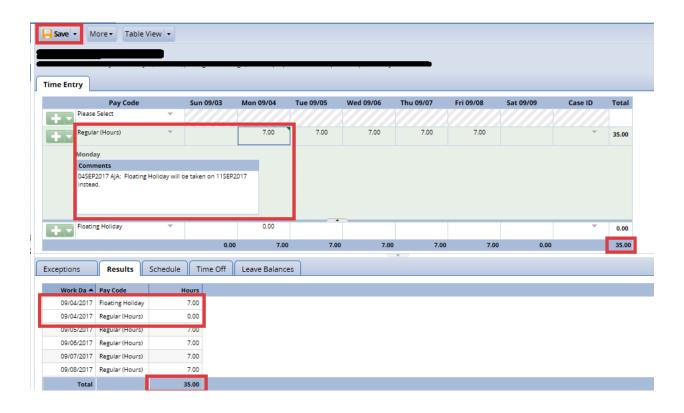
On the timesheet, the **Floating Holiday** will be populated with the usual hours worked; this screen shot assumes the individual does not work on Labor Day, Monday, September 4.



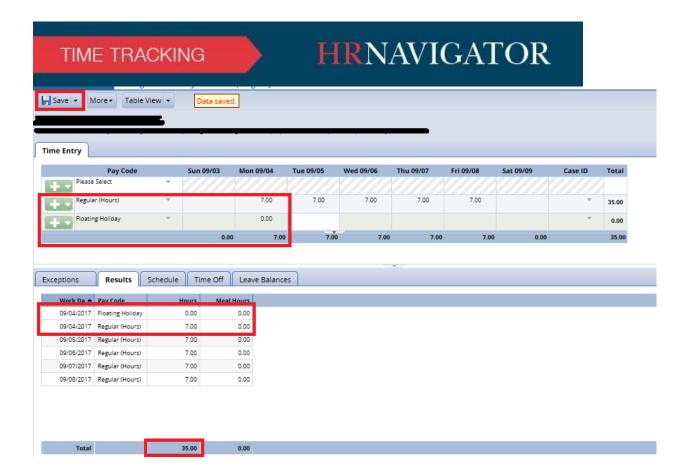
If you work on the Floating Holiday, on the timesheet:

- Change Floating Holiday hours to Regular (Hours).
- Populate Regular (Hours) with the number of hours worked, in this example seven. In the comments section, please note that the Floating Holiday will be taken on another day.
- Save the changes. (An orange Save disk icon indicates changes have not been saved yet.
 When it is blue there are no changes to be saved).

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 After saving the changes, the seven hours worked on Monday, September 4 now display as Regular (Hours) under the Time Entry and Results tabs.



HOW TO REQUEST A FLOATING HOLIDAY

If you have worked a Floating Holiday, you may take a day off 30 days before or after the **Floating Holiday**. The manager or supervisor needs to approve the day. Request the day just as you would request any time off and use **"Floating Holiday"** as the pay code. Be sure to note the original **Floating Holiday** which you worked in **Comments** section.

