**Recording Time for 2019 Holiday Closedown**

All employees must record their benefit time no later than December 18th for the closedown period.

An employee must request vacation or leave without pay if he/she does not have 32 hours of accrued floating holiday time.

<table>
<thead>
<tr>
<th>Sunday 15</th>
<th>Monday 16</th>
<th>Tuesday 17</th>
<th>Wednesday 18</th>
<th>Thursday 19</th>
<th>Friday 20</th>
<th>Saturday 21</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Work Day</td>
<td>Work Day</td>
<td>Work Day</td>
<td>Work Day No later than today and at end of your day. ESS Time users “MUST” submit time for 12/16-19 for approval. Work Day</td>
<td>Work Day</td>
<td>Holiday Closedown begins for those scheduled to work.</td>
</tr>
</tbody>
</table>

**Salaried employees should:**

Submit floating holidays and vacation time through the Employee Self Service tool. Do not submit any leave time for Christmas or New Years because the system manages these days. If you need to request **time off without pay (UNPL)**, please contact Payroll or your department’s business manager no later than December 19th.

**Biweekly employees should:**

- **Electronic time clock users:** You will need to record hours worked as normally done. The system or business manager will record Christmas, New Year’s, floating, vacation, DOFF (time without pay) and compensatory time. Employees do not submit a request for hours not worked.
- **ESS Record Working Time users:** You will need to record hours as normally done for the electronic timesheet. Benefit eligible users will need to continue to record in the electronic timesheet vacation, holiday, and floaters as desired.
- **Paper timesheet users:** Floating, vacation, Christmas and New Year’s days must be recorded on timesheets. (Employees should use the “request leave” link under their employee self-service tab to record floating holiday and vacation hours.) If an employee is taking time as unpaid, it should be recorded on his/her timesheet as **DOFF**.

For any questions, please contact Payroll at (402)554-2325.

Thank you and Happy Holidays!