# Holiday Adjustments

**Managers:** Use this job aid to adjust Holiday hours.

## Getting started:

Managers should ensure that associates update their Work Schedule calendars prior to a Trustmark observed holiday.

Once time has been entered in a pay period with a Trustmark observed holiday, a time block is created for **Holiday - Paid** hours for all Non Exempt (Hourly) associates who are eligible for holiday pay. The number of hours is determined by the associate's Work Schedule for the day that the holiday is observed on. If the associate's Work Schedule calendar is not accurate, then the **Holiday - Paid** hours will need to be adjusted. Contact the Payroll Team if you have additional questions or issues in making adjustments for time reported on a holiday.

Workday periodically performs service updates which may result in the system being temporarily unavailable. Generally, these downtimes do not exceed 4 hours and are performed during non-peak times.



## Holiday adjustments:

1. From the Workday homepage, click on **Time and Absence**
2. In the "Tasks" menu, click on **More** and select **Enter Time for Worker**
3. In the **Worker** field, use the prompt to search for the associate
4. The **Date** field will auto-fill with today's date, click OK to continue
5. Using the calendar, locate the holiday and create a new time block on the date that requires a holiday adjustment
6. In the **Hours** field, enter the number (positive number will increase the total Holiday Paid hours and a negative number will decrease the total Holiday Paid hours) to adjust the current **Holiday - Paid** hours. For example, if the hours shown for the holiday is 6 and should be 7.5, enter 1.5.
7. Click OK to save.
8. Select **Review**, then view the summary and acknowledgement, then select **Submit.**