**CALS**

**Exempt Employee Holiday Pay Reporting**

**Instructions:**

This time sheet is to be used by exempt employees who are required to work on a university official scheduled holiday. Completion of this time sheet will allow the CALS Budget Office to complete payment for hours worked on a holiday. All In and Out times need to be reported for the day. All holiday pay will pay out in the month following the holiday hours worked.

1. An employee should fill out the time sheet completely.
2. The employee will need to print name, sign and date the time sheet.
3. The employee’s supervisor will be required to sign and date the time sheet as well as provide the source of funds (project ID/phase).
4. The department or unit will submit the time sheet to the designated person in the CALS Budget Office prior to the next monthly payroll lockout for entry into the PeopleSoft System.