

2025-2026 Winter Break Timesheet Entry Schedule

(Tuesday, December 23, 2025 – Monday, January 5, 2026)

HOURLY BENEFIT ELIGIBLE STAFF

[HOLIDAY/SDO TIME ENTRY FLOWCHART FOR RECORDING TIME IN WORKDAY](#)

- Payroll Contact: Vicki Hart, 725-3681, vhart@bowdoin.edu

[HOLIDAY/SDO POLICY](#)

- Human Resource Contact: Mary Cote, 725-3033, mcote@bowdoin.edu

Pay Period – December 15, 2025 – December 28, 2025; Payment Date – Friday, January 2, 2026

EARLY TIMESHEET DEADLINE (Friday, December 19 - submit by 10:00am, approve by noon)

The system will remain unlocked to accommodate unexpected schedule changes (e.g., Security, Facilities) up until Monday, December 29 at 9:00am. Please reference the Holiday/SDO flowchart and policy above for time entry guidance. If the 'actual' hours differ from the 'estimated' hours, please complete a Prior Pay Period Adjustment form; the adjustment will be processed within the next payroll.

December 15-19, 2025 – Regular weekday hours

December 20-21, 2025 – Regular weekend hours

December 22, 2025 – Regular weekday hours

December 23, 2025 - Special Day Off

December 24-25, 2025 – Christmas Eve/Day Holiday

December 26, 2025 - Special Day Off

December 27-28, 2025 – Regular weekend hours

Pay Period – December 29, 2025 – January 11, 2026; Payment Date – Friday, January 16, 2026

Please reference the Holiday/SDO flowchart and policy above for time entry guidance.

December 29-31, 2025 - Special Day Off

January 1, 2026 – New Year's Day Holiday

January 2, 2026 - Special Day Off

January 3-4, 2026 – Regular weekend hours

January 5, 2026 – Special Day Off

January 6-9, 2026 – Regular weekday hours