HOURLY BENEFIT ELIGIBLE STAFF

HOLIDAY/SDO TIME ENTRY FLOWCHART FOR RECORDING TIME IN WORKDAY

- PAYROLL CONTACT: Robin Saindon, 725-3584, rsaindon@bowdoin.edu

HOLIDAY/SDO POLICY

- HR CONTACT: Mary Cote, 725-3033, mcote@bowdoin.edu

Pay Period 12/19/22-01/01/23

EARLY TIMESHEET DEADLINE (Thursday, 12/22 by 10:00 a.m., approvals by noon)
The system will remain unlocked to accommodate unexpected schedule changes up until Tuesday, 1/3 at 9:00 a.m.
Please reference the Holiday/SDO flowchart and Policy above for time entry guidance.

12/19 Regular weekday hours
12/20 Regular weekday hours
12/21 Regular weekday hours
12/22 Regular weekday hours (Timesheets due by 10:00 a.m. & approvals by noon)
12/23 Christmas Eve Holiday (observed) & Payment Date for 12/5-12/18 pay period
12/24 Regular weekend hours
12/25 Christmas Day (Please reach out to your supervisor if you work this day for special time entry guidance)
12/26 Christmas Day Holiday (observed)
12/27 Special Day Off
12/28 Special Day Off
12/29 Special Day Off
12/30 New Year’s Eve Holiday (observed)
12/31 Regular weekend hours
01/01 New Year’s Day (Please reach out to your supervisor if you work on this day for special time entry guidance)

Payment Date: Friday, 1/6/23

Pay Period - 01/02/22-01/15/23

LATE DEADLINE (due to Martin Luther King Holiday on 1/16) Tuesday, 1/17 by 9:00 a.m., approvals by 10:00 a.m.
Please reference the Holiday/SDO flowchart and Policy above for time entry guidance.

01/02 New Year’s Day Holiday (observed)
01/03 Special Day Off
01/04 Special Day Off
01/05 Special Day Off
01/06 Special Day Off
01/07 Regular weekend hours
01/08 Regular weekend hours
01/09-01/13 Regular weekday hours

Payment Date: Friday, 1/20/23