2026-2027 Winter Break Timesheet Entry Schedule

(Wednesday, December 23, 2026 – Tuesday, January 5, 2027)

HOURLY BENEFIT ELIGIBLE STAFF

HOLIDAY/SDO TIME ENTRY FLOWCHART FOR RECORDING TIME IN WORKDAY

- Payroll Contact: Emma Larsen-Sorterup, 208-2736, e.larsensorterup@bowdoin.edu

HOLIDAY/SDO POLICY

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

Pay Period – December 14, 2026 – December 27, 2026; Payment Date – Thursday, December 31, 2026

EARLY TIMESHEET DEADLINE (Friday, December 18 - 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 28 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 14-18, 2026 – Regular weekday hours
December 21-22, 2026 – Regular weekday hours
December 23, 2026 - Special Day Off
December 24-25, 2026 – Christmas Eve/Day Holiday

Pay Period – December 28, 2026 – January 10, 2027; Payment Date – Friday, January 15, 2027

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

December 28-30, 2026 - Special Day Off
December 31, 2026 – New Year's Eve Holiday
January 1, 2027 – New Year's Day Holiday
January 4 - 5, 2027 – Special Days Off
January 6-8, 2027 – Regular weekday hours