**College Closure Holiday/Special Day Off Time Entry and Timesheet Schedule December 2022 & January 2023**

**HOURLY BENEFIT ELIGIBLE STAFF**

[**HOLIDAY/SDO TIME ENTRY FLOWCHART FOR RECORDING TIME IN WORKDAY**](https://www.bowdoin.edu/workday/protected/recording-a-holiday-flowchart.pdf)

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[**HOLIDAY/SDO POLICY**](https://www.bowdoin.edu/hr/employee-handbook/benefits/holidays-special-days-off.html)

* + **HR CONTACT: Mary Cote, 725-3033,** [**mcote@bowdoin.edu**](mailto: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**