## **Holiday Pay Report for Classified Employees**

## **Instructions:**

- 1. Obtain advanced authorization to work holiday from your Supervisor and the Dean/Director and/or Vice President.
- 2. Report holiday hours in the appropriate date space (hours worked in excess of eight a day and/or forty per week).
- 3. Reporting Period is from the 16th of the month through the 15th of the following month.
- 4. Holiday Pay Report is due in Payroll Services on the 16th of each month, and is paid on the last working day of the month, together with your regular salary.

## DO NOT USE PENCIL

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