Attention benefits-eligible hourly staff who normally enter time in Workday: Use this job aid to learn how to input Winter Break time into the system. Advanced deadline dates for the period of time leading up to Winter Break are included below.

**Before Winter Break – Important Dates!**
In order for you to receive your paychecks before Winter Break, your time must be **submitted and approved** for the following weeks **by 11 am on December 17**:

- **All must be approved by 11 am on December 17!**

*Please estimate your time as you will be submitting it in advance.

**Winter Break Week Begins Week of December 16**
- Enter time for December 24 and 25 as **Paid Holiday**

**Winter Break Week beginning December 24**

1. Enter time for December 26, 27, 28 and 31 as **Summer/Winter Break Hours (not worked)**

2. Enter time for January 1 as **Paid Holiday**

3. Time for the week should be submitted and approved by deadline – **10AM on January 2**

**Winter Break Ends at the start of business on Tuesday, January 2, 2019**