

# —SPS ALERT—

## **Special Alert 114: July 5<sup>th</sup> Declared Holiday**

*Release date: 7/1/2019*

The July 5th Holiday has been added to Workday. Employees who had requested or entered time off on July 5th on their timesheets will need to do a Time Off Correction or edit the timesheet row so that they are not using leave on that date.

This holiday is in the Pay Period July 3rd - July 16th. So, employees have time to make this correction before the July 16 pay period end date, if they are impacted.

Please remind supervisors that Time Off Corrections must be approved to complete the correction.

These additional holiday hours have been added to the Pre-Scheduled Holiday Balance for employees that use Pre-Scheduled Holidays.

Thank you

---