Enter the Holiday(s) and Holday Date(s) with the

number of hours the employee is banking, and complete the Time Approver at the bottom of the		Thanksgiving Holiday	
oomprote the <u>rm</u>	form.		
BANNER ID	EMPLOYEE	DEPT/ORG	
000123456	Example - Jane Doe	D198	
000456789	Example - John Smith	Z233	
000999999	Example - Mary Thomas	Z464	
▶ "Holiday Hours Worked" must be reported immediately after the pay period ends. If the eto use banked Holiday before it is reported on the change form, the system will reduce the erhours. If the employee is using the banked holiday hours during the same month in which the do not report the hours on this change form, simply instruct the employee to add a comme Report indicating that the holiday hours worked were used during the same month as the			
I have first hand kn	will ONLY be accepted via email and from their absence, the owledge of the activity described in this re-	eport. I certify that it is an accurate rep	
	ed on leave reports maintained in this dep submiss	partment, and is an accurate correction	
Time Approver's (or	Proxy) Name:	REQUIRED	

11/22/17	
# HOURS TO BANK	
	8
	4
	10

employee attempts mployee's vacation e holiday occurred, ent to their Leave ne holiday(s).

Γime Approver or, in

orting of the work

of the prior leave