PSU was closed on December 26, 2014.

Please record time for that day as:

- Special Day, if not allocated for another day.
- Personal Leave (expires 6/30/2015).
- Use other leave such as Vacation or Comp Time.
- Leave Without Pay, if you do not have leave to use or choose to take the time without pay.

January’s Time Sheet Should Include:

- Holiday Pay for December 25, 2014
- Leave Taken for December 26, 2014
- Holiday Pay for January 1, 2015
- Use of Your Special Day
For Further Instructions:

- [Web Time Entry News: Recording Holidays](#)
- [Entering Holiday Pay](#)