

Job Aid

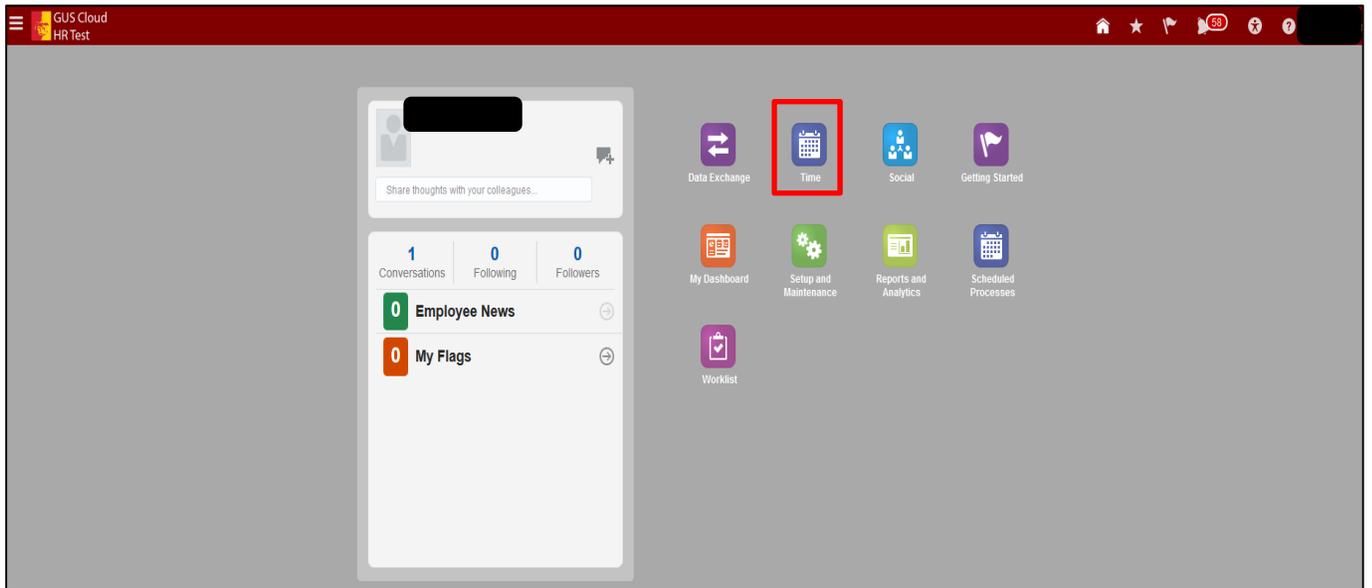
Entering a Holiday on a Time Card – Hourly Employees

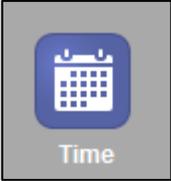


This Job Aid walks through the process of entering a holiday on a time card.

Important:

- **Hourly USS employees with benefits** will use this job aid for Veteran’s Day.
- **Hourly unclassified employees with benefits** who do not work on Veteran’s Day will use the job aid “Veteran’s Day – Hourly Unclassified Employees,”



Step	Action
1.	Click Time . Note that the Time icon may also be found under the “About Me” icon on the springboard page. 

Job Aid

Entering a Holiday on a Time Card – Hourly Employees



2. Example 1 – This is how to report time for a holiday if you do not work on that day. This employee’s regular schedule is Monday through Friday 8 hours a day.

This pay period we have a holiday. In the time card view you will see the holiday name listed. Even though it is listed it does not automatically pay you for that day. Click on the day of the holiday above or below the holiday name.

3. Complete the report time dialog box. Select the Assignment Number and Position. Select Holiday Credit if you did not work on this day for the Time Type. Remember to select Overtime or Comp Time to match the other time types reported for the week. Verify the Start Date and End Date are correct. Input the daily hours. Click Save and Close.

Job Aid

Entering a Holiday on a Time Card – Hourly Employees



4. Continue to fill out the rest of the time card with time worked and leave taken.

Entered		Time Card: 7/2/17 - 7/15/17		Total Hours: 40	Absence Hours: 0	Scheduled Hours: 62
Sun 7/2 0 (0)	Mon 7/3 8 (9)	Tue 7/4 8 (9)	Wed 7/5 8 (9)	Thu 7/6 8 (4)	Fri 7/7 8 (0)	Sat 7/8 0 (0)
		Independence Day				
	8 hrs Regular	8 hrs Holiday Credit	8 hrs Regular	8 hrs Regular	8 hrs Regular	

5. Select **Review and Submit**.

The screenshot shows a time card interface with a dark blue header bar. Below the header, there are two buttons: 'Edit' and 'Review and Submit'. The 'Review and Submit' button is highlighted with a red rectangular border. To the right of these buttons is a vertical sidebar with three icons: a list icon, a bar chart icon, and a checkmark icon. Below the buttons, the time card data is displayed in a table format. The table has two columns for dates: 'Fri 7/7' and 'Sat 7/8'. Under 'Fri 7/7', the value is '8 (0)'. Under 'Sat 7/8', the value is '0 (0)'. Below the table, there is a blue bar with the text '8 hrs Regular'.

Job Aid

Entering a Holiday on a Time Card – Hourly Employees



6. Review Time Card Details.

Time Card Details

Time Card Period: 7/2/17 - 7/15/17
 Status: Entered
 Time Card Approval Comments: [icon]

Reported Time

Actions: View, Format, Freeze, Detach, Wrap

pt#	Time Type	Days														Comments	Time Entry Totals	
		Sun, Jul 02	Mon, Jul 03	Tue, Jul 04	Wed, Jul 05	Thu, Jul 06	Fri, Jul 07	Sat, Jul 08	Sun, Jul 09	Mon, Jul 10	Tue, Jul 11	Wed, Jul 12	Thu, Jul 13	Fri, Jul 14	Sat, Jul 15			
		Hours																
1	Holiday Credit			8.00														8.00
2	Regular		8.00		8.00	8.00	8.00				8.00	8.00	8.00	8.00	8.00			72.00
Daily Total			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00				80.00

Calculated Time

Actions: View, Format, Freeze, Detach, Wrap

pt#	Time Type	Days														Comments	Time Entry Totals	
		Sun, Jul 02	Mon, Jul 03	Tue, Jul 04	Wed, Jul 05	Thu, Jul 06	Fri, Jul 07	Sat, Jul 08	Sun, Jul 09	Mon, Jul 10	Tue, Jul 11	Wed, Jul 12	Thu, Jul 13	Fri, Jul 14	Sat, Jul 15			
		Hours																
1	Holiday Credit			8.00														8.00
2	Regular		8.00		8.00	8.00	8.00				8.00	8.00	8.00	8.00	8.00			72.00
Daily Total			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00				80.00

7. If the information is correct, select **Submit**.

Submit

8. Select **OK**.

OK

Job Aid

Entering a Holiday on a Time Card – Hourly Employees



9. Example 2 – This is how to report time for a holiday if you do work on that day. This employee’s regular schedule is Monday through Friday 8 hours a day.

This pay period we have a holiday. In the time card view you will see the holiday name listed. Even though it is listed it does not automatically pay you for that day. Click on the day of the holiday above or below the holiday name.

7/2/17 - 7/8/17				Total Hours	Absence Hours	Scheduled Hours
Sun 7/2	Mon 7/3	Tue 7/4	Wed 7/5	0	0	31
0 (0)	0 (9)	0 (9)	0 (9)			
		Independence Day				

Job Aid

Entering a Holiday on a Time Card – Hourly Employees



10. Complete the report time dialog box:
1. Select the Assignment Number and Position.
 2. Select Regular if you did work on this day for the Time Type.
 3. Select Overtime if you want to receive overtime pay for working on the holiday or Comp time if you want to receive compensatory time hours for working on the holiday.
 4. Verify the Start Date and End Date are correct.
 5. Input the daily hours.
 6. Click Save and Close.

Report Time Save and Close Cancel

* Assignment Number [Redacted] ▼

Position [Redacted] ▼

* Time Type Regular ▼ Overtime/Comptime

Overtime/Comptime [Redacted] ▼

Start Date 7/4/17

End Date 7/4/17

Daily Hours

Hours Selector

Job Aid

Entering a Holiday on a Time Card – Hourly Employees



11. Continue to fill out the rest of the time card with time worked and leave taken.

Entered	Time Card 7/2/17 - 7/15/17	Total Hours 88	Absence Hours 0	Scheduled Hours 62									
Sun 7/2	0 (0)	Mon 7/3	8 (8)	Tue 7/4	8 (8)	Wed 7/5	8 (8)	Thu 7/6	8 (4)	Fri 7/7	8 (8)	Sat 7/8	0 (0)
				Independence Day									
		8 hrs Regular	8 hrs Regular	8 hrs Regular	8 hrs Regular	8 hrs Regular	8 hrs Regular						

12. Select **Review and Submit**.

Fri 7/7		Sat 7/8	
8 (0)		0 (0)	
8 hrs Regular			

Job Aid

Entering a Holiday on a Time Card – Hourly Employees



13.	<p>Review Time Card Details.</p> <div data-bbox="289 426 1511 1077" style="border: 1px solid black; padding: 5px;"> <p>Time Card Details</p> <p>Time Card Period: 7/2/17 - 7/15/17 Status: Entered Time Card Approval Comments: [icon]</p> <p>Reported Time</p> <p>Actions: View, Format, Freeze, Detach, Wrap</p> <table border="1"> <thead> <tr> <th rowspan="2">id</th> <th rowspan="2">Time Type</th> <th colspan="14">Days</th> <th rowspan="2">Comments</th> <th rowspan="2">Time Entry Totals</th> </tr> <tr> <th>Sun, Jul 02</th> <th>Mon, Jul 03</th> <th>Tue, Jul 04</th> <th>Wed, Jul 05</th> <th>Thu, Jul 06</th> <th>Fri, Jul 07</th> <th>Sat, Jul 08</th> <th>Sun, Jul 09</th> <th>Mon, Jul 10</th> <th>Tue, Jul 11</th> <th>Wed, Jul 12</th> <th>Thu, Jul 13</th> <th>Fri, Jul 14</th> <th>Sat, Jul 15</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Regular</td> <td></td> <td></td> <td>8.00</td> <td></td> <td>8.00</td> </tr> <tr> <td>2</td> <td>Regular</td> <td></td> <td>8.00</td> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td></td> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td></td> <td></td> <td></td> <td></td> <td>72.00</td> </tr> <tr> <td colspan="2">Daily Total</td> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td></td> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Calculated Time</p> <p>Actions: View, Format, Freeze, Detach, Wrap</p> <table border="1"> <thead> <tr> <th rowspan="2">id</th> <th rowspan="2">Time Type</th> <th colspan="14">Days</th> <th rowspan="2">Comments</th> <th rowspan="2">Time Entry Totals</th> </tr> <tr> <th>Sun, Jul 02</th> <th>Mon, Jul 03</th> <th>Tue, Jul 04</th> <th>Wed, Jul 05</th> <th>Thu, Jul 06</th> <th>Fri, Jul 07</th> <th>Sat, Jul 08</th> <th>Sun, Jul 09</th> <th>Mon, Jul 10</th> <th>Tue, Jul 11</th> <th>Wed, Jul 12</th> <th>Thu, Jul 13</th> <th>Fri, Jul 14</th> <th>Sat, Jul 15</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Regular</td> <td></td> <td></td> <td>8.00</td> <td></td> <td>8.00</td> </tr> <tr> <td>2</td> <td>Holiday Comp Credit</td> <td></td> <td></td> <td>12.00</td> <td></td> <td>12.00</td> </tr> <tr> <td>3</td> <td>Regular</td> <td></td> <td>8.00</td> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td></td> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td></td> <td></td> <td></td> <td></td> <td>72.00</td> </tr> <tr> <td colspan="2">Daily Total</td> <td></td> <td>8.00</td> <td>20.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td></td> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	id	Time Type	Days														Comments	Time Entry Totals	Sun, Jul 02	Mon, Jul 03	Tue, Jul 04	Wed, Jul 05	Thu, Jul 06	Fri, Jul 07	Sat, Jul 08	Sun, Jul 09	Mon, Jul 10	Tue, Jul 11	Wed, Jul 12	Thu, Jul 13	Fri, Jul 14	Sat, Jul 15	1	Regular			8.00															8.00	2	Regular		8.00		8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00					72.00	Daily Total			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00						id	Time Type	Days														Comments	Time Entry Totals	Sun, Jul 02	Mon, Jul 03	Tue, Jul 04	Wed, Jul 05	Thu, Jul 06	Fri, Jul 07	Sat, Jul 08	Sun, Jul 09	Mon, Jul 10	Tue, Jul 11	Wed, Jul 12	Thu, Jul 13	Fri, Jul 14	Sat, Jul 15	1	Regular			8.00															8.00	2	Holiday Comp Credit			12.00															12.00	3	Regular		8.00		8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00					72.00	Daily Total			8.00	20.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00					
id	Time Type			Days																Comments	Time Entry Totals																																																																																																																																																																																								
		Sun, Jul 02	Mon, Jul 03	Tue, Jul 04	Wed, Jul 05	Thu, Jul 06	Fri, Jul 07	Sat, Jul 08	Sun, Jul 09	Mon, Jul 10	Tue, Jul 11	Wed, Jul 12	Thu, Jul 13	Fri, Jul 14	Sat, Jul 15																																																																																																																																																																																														
1	Regular			8.00															8.00																																																																																																																																																																																										
2	Regular		8.00		8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00					72.00																																																																																																																																																																																										
Daily Total			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00																																																																																																																																																																																															
id	Time Type	Days														Comments	Time Entry Totals																																																																																																																																																																																												
		Sun, Jul 02	Mon, Jul 03	Tue, Jul 04	Wed, Jul 05	Thu, Jul 06	Fri, Jul 07	Sat, Jul 08	Sun, Jul 09	Mon, Jul 10	Tue, Jul 11	Wed, Jul 12	Thu, Jul 13	Fri, Jul 14	Sat, Jul 15																																																																																																																																																																																														
1	Regular			8.00															8.00																																																																																																																																																																																										
2	Holiday Comp Credit			12.00															12.00																																																																																																																																																																																										
3	Regular		8.00		8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00					72.00																																																																																																																																																																																										
Daily Total			8.00	20.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00																																																																																																																																																																																															
14.	<p>If the information is correct, select Submit.</p> <div data-bbox="292 1165 406 1228" style="border: 1px solid gray; border-radius: 10px; padding: 5px; display: inline-block;">Submit</div>																																																																																																																																																																																																												
15.	<p>Select OK.</p> <div data-bbox="292 1302 373 1365" style="border: 1px solid gray; border-radius: 10px; padding: 5px; display: inline-block;">OK</div>																																																																																																																																																																																																												

Job Aid

Entering a Holiday on a Time Card – Hourly Employees



16. Example 3 – This is how to report time for a holiday if you work for part of that day. This employee’s regular schedule is Monday through Friday 8 hours a day.

This pay period we have a holiday. In the time card view you will see the holiday name listed. Even though it is listed it does not automatically pay you for that day. Click on the day of the holiday above or below the holiday name.

7/2/17 - 7/8/17			
Total Hours 0			
Absence Hours 0			
Scheduled Hours 31			
Sun 7/2 0 (0)	Mon 7/3 0 (9)	Tue 7/4 0 (9)	Wed 7/5 0 (9)
		Independence Day	

Job Aid

Entering a Holiday on a Time Card – Hourly Employees



17. Complete the report time dialog box:
1. Select the Assignment Number and Position.
 2. Select Regular for the Time Type.
 3. Select Overtime if you want to receive overtime pay for working on the holiday or Comp time if you want to receive compensatory time hours for working on the holiday. Remember to select Overtime or Comp time to match the other time types reported for the week.
 4. Verify the Start Date and End Date are correct.
 5. Input the daily hours.
 6. Click Save and Close.

Report Time Save and Close Cancel

* Assignment Number

Position

* Time Type Regular

Overtime/Comptime Comp Time

Start Date 7/4/17

End Date 7/4/17

Daily Hours

Hours Selector

Job Aid

Entering a Holiday on a Time Card – Hourly Employees



18. Add the Holiday Credit:
1. Click on the day of the holiday above or below the holiday name.
 2. Complete the report time dialog box.
 3. Select the Assignment Number and Position.
 4. Select Holiday Credit for the Time Type.
 5. Select Overtime if you want to receive overtime pay for working on the holiday or Comp time if you want to receive compensatory time hours for working on the holiday. Remember to select Overtime or Comp time to match the other time types reported for the week.
 6. Verify the Start Date and End Date are correct.
 7. Input the daily hours.
 8. Click Save and Close.

Report Time Save and Close Cancel

* Assignment Number

Position

* Time Type

Overtime/Comptime

Start Date

End Date

Daily Hours

Hours Selector

19. Continue to fill out the rest of the time card with time worked and leave taken.

Entered	Time Card: 7/2/17 - 7/15/17	Total Hours: 80	Absence Hours: 0	Scheduled Hours: 62			
Sun 7/2 0 (0)	Mon 7/3 8 (9)	Tue 7/4 8 (9)	Wed 7/5 8 (9)	Thu 7/6 8 (4)	Fri 7/7 8 (0)	Sat 7/8 0 (0)	
		Independence Day					
	8 hrs Regular	2 hrs Regular	8 hrs Regular	8 hrs Regular	8 hrs Regular		
		6 hrs Holiday Credit					

Job Aid

Entering a Holiday on a Time Card – Hourly Employees



20. Select **Review and Submit**.

The screenshot shows a time card interface. At the top, there are two buttons: 'Edit' and 'Review and Submit'. The 'Review and Submit' button is highlighted with a red rectangular box. Below the buttons is a table with columns for days and hours. The table shows 'Fri 7/7' with '8 (0)' hours and 'Sat 7/8' with '0 (0)' hours. Below this, there is a section for '8 hrs Regular' with a blue background. On the right side, there are three icons: a list icon, a bar chart icon, and a checkmark icon.

21. Review Time Card Details.

Reported Time

Actions View Format Freeze Detach Wrap

npt	Time Type	Days														Comments	Time Entry Totals	
		Sun,Jul 02	Mon,Jul 03	Tue,Jul 04	Wed,Jul 05	Thu,Jul 06	Fri,Jul 07	Sat,Jul 08	Sun,Jul 09	Mon,Jul 10	Tue,Jul 11	Wed,Jul 12	Thu,Jul 13	Fri,Jul 14	Sat,Jul 15			
		Hours	Hours															
1	Regular			2.00														2.00
2	Holiday Credit			6.00														6.00
3	Regular		8.00		8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00				72.00
Daily Total			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00				
Total Hours: 60.00																		

Calculated Time

Actions View Format Freeze Detach Wrap

npt	Time Type	Days														Comments	Time Entry Totals	
		Sun,Jul 02	Mon,Jul 03	Tue,Jul 04	Wed,Jul 05	Thu,Jul 06	Fri,Jul 07	Sat,Jul 08	Sun,Jul 09	Mon,Jul 10	Tue,Jul 11	Wed,Jul 12	Thu,Jul 13	Fri,Jul 14	Sat,Jul 15			
		Hours	Hours															
1	Regular			2.00														2.00
2	Holiday Comp Credit			3.00														3.00
3	Holiday Credit			6.00														6.00
4	Regular		8.00		8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00				72.00
Daily Total			8.00	11.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00				
Total Hours: 83.00																		

Job Aid

Entering a Holiday on a Time Card – Hourly Employees



22.	If the information is correct, select Submit . <input type="button" value="Submit"/>
23.	Select OK . <input type="button" value="OK"/>