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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,"

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



2.	Example 1 – This is employee's regular	s how to report time for a schedule is Monday thro	holiday if you do not work ugh Friday 8 hours a day.	on that day. This
	This pay period we Even though it is lis holiday above or be	have a holiday. In the tinsted it does not automatic slow the holiday name.	me card view you will see t ally pay you for that day. C	he holiday name listed. Click on the day of the
		Today 7/2/17 - 7/8/17 🔛		
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	* Time Type	Holiday Credit	•	
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10.	Complete the report tin	ne dialog box:				
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	3. Select Overtim	e if you want to receive overt	ime pay for	working on th	e holiday or Cor	nр
	time if you wa	nt to receive compensatory tir	ne hours for	r working on th	ne holiday.	
	4. Verify the Star	t Date and End Date are corre	ct.			
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	3.	Select O	vertime if you wa	int to receiv	ve overtime p	ay for	working on the holiday or Comp
		time if y	ou want to receiv	e compensa	atory time ho	urs for	working on the holiday.
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22.	If the information is correct, select Submit.
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23.	Select OK.
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