

Job Aid

Entering Hours Worked on a Holiday – USS Hourly Employees – No Benefits



This Job Aid walks through the process of entering hours worked on a holiday.

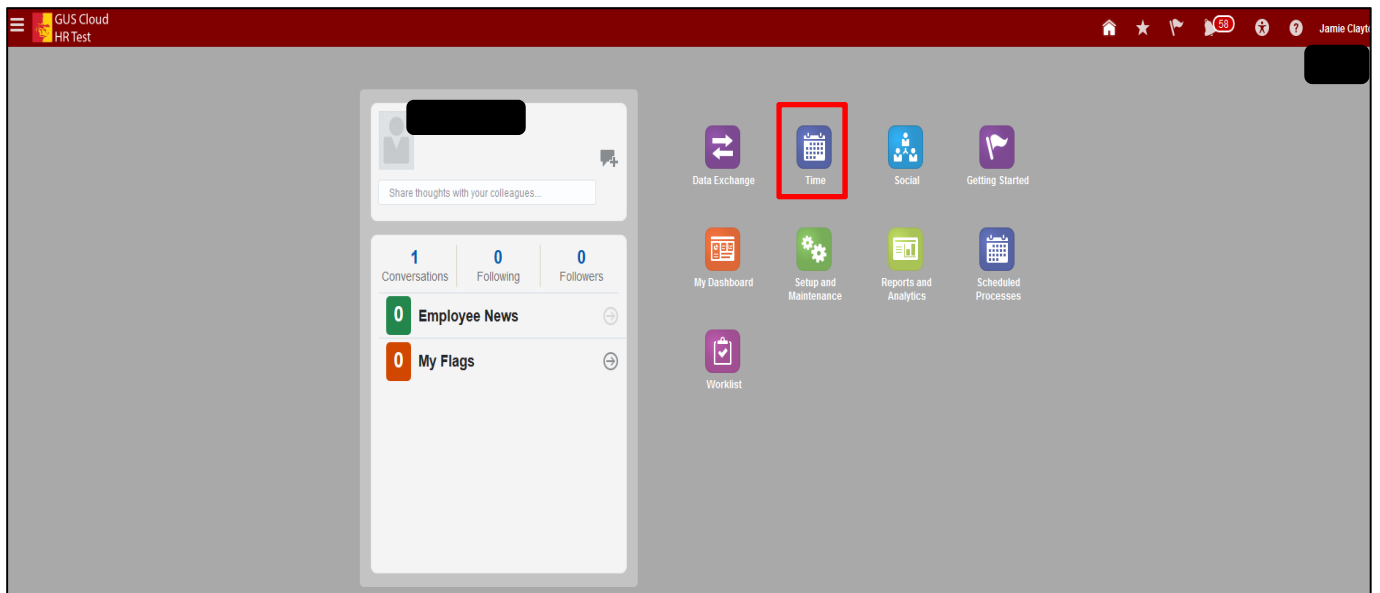
Audience: **USS hourly employees – no benefits**

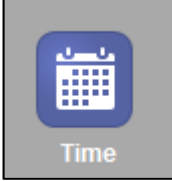
Examples:

- ✓ **Entering hours worked on a holiday. See Step 2.**

Generally, USS hourly employees – no benefits do not work on holidays. USS hourly – no benefits employees should only work on a holiday if scheduled by their line manager.

Some USS hourly employees may work on Veteran’s Day as classes are in session. USS hourly employees use this Job Aid to enter hours worked on Veteran’s Day or any other holiday. USS hourly employees – no benefits are paid 1.5 times for all hours worked on the holiday.



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 Hours Worked on a Holiday – USS Hourly Employees – No Benefits



2a. Entering Hours Worked on a Holiday.

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 4 hours a day.

In the time card view you will see the holiday name listed

The screenshot shows a time card interface for the week of 11/5/17 to 11/11/17. At the top, there are navigation icons and a 'Today' button. Below that, there are buttons for 'Regular', 'Shift Differential', 'Standby Pay', and 'Call Back'. The main area shows a calendar grid with columns for each day from Sun 11/5 to Sat 11/11. The 'Total Hours' for the week is 0, 'Absence Hours' is 0, and 'Scheduled Hours' is 32. The 'Veterans Day' holiday is highlighted on Friday, 11/10, with a red box around it. The time slots on the left range from 8:00 AM to 12:00 PM.

2b. Use Regular time type to add all hours worked, included hours worked on the holiday. See Job Aid “Entering Time Worked – Hourly No Benefits” for instructions.

The screenshot shows the same time card interface as in 2a, but now with regular hours entered. The 'Total Hours' for the week is 20, 'Absence Hours' is 0, and 'Scheduled Hours' is 72. The 'Veterans Day' holiday is highlighted on Friday, 11/10. Regular hours are entered for Monday through Friday, from 8:00 AM to 12:00 PM. The time slots on the left range from 7:00 AM to 1:00 PM. There are 'Edit' and 'Review and Submit' buttons at the top right.

Job Aid

Entering Hours Worked on a Holiday – USS Hourly Employees – No Benefits



2c. Select Review and Submit.

2d. Review Time Card Details. In this example you will see the following:

Reported Time: Regular = 20 hours

Calculated Time: Regular = 16 hours

Holiday Credit = 6 hours (4 hours worked on Veteran's Day time 1.5 = 6)

Assignment Number	Position	Time Type	Days														Comments	Time Entry Total																						
			Sun, Nov 05	Mon, Nov 06	Tue, Nov 07	Wed, Nov 08	Thu, Nov 09	Fri, Nov 10	Sat, Nov 11	Sun, Nov 12	Mon, Nov 13	Tue, Nov 14	Wed, Nov 15	Thu, Nov 16	Fri, Nov 17	Sat, Nov 18																								
1	404025	Carole Swain/22222-Pricing Services	Reg		0.50 AM	0.50 PM	0.50 AM	0.50 PM	0.50 AM	0.50 PM	0.50 AM	0.50 PM	0.50 AM	0.50 PM	0.50 AM	0.50 PM	0.50 AM	0.50 PM	4.00		4.00																			
Daily Totals																					4.00	4.00	4.00	4.00	4.00															

2e. If the information is correct, select **Submit**.

Submit

Job Aid

***Entering Hours Worked on a Holiday – USS
Hourly Employees – No Benefits***



2f.	Select OK . <input type="button" value="OK"/>
-----	---