

# Job Aid

## Entering Veteran's Holiday on a Time Card – Unclassified Salaried Employees



This job aid should be used for reporting on Veteran's day. This job aid can be used by Unclassified salaried employees with benefits who earn vacation leave.

Step	Action																																																																																																																																																
1.	<p>If you work on Veteran's day. Report Comp Time Earned for the amount of hours that you worked on your timecard calendar. Click Review and Submit. Review the information and if everything looks ok then click Submit and OK.</p> <div data-bbox="289 682 1550 1075" data-label="Table"> <table border="1"> <thead> <tr> <th colspan="2">Reported Time</th> <th colspan="14">Days</th> <th rowspan="2">Comments</th> <th rowspan="2">Time Entry Totals</th> </tr> <tr> <th>* Assignment Number</th> <th>* Absence Type</th> <th>Sun,Nov 05</th> <th>Mon,Nov 06</th> <th>Tue,Nov 07</th> <th>Wed,Nov 08</th> <th>Thu,Nov 09</th> <th>Fri,Nov 10</th> <th>Sat,Nov 11</th> <th>Sun,Nov 12</th> <th>Mon,Nov 13</th> <th>Tue,Nov 14</th> <th>Wed,Nov 15</th> <th>Thu,Nov 16</th> <th>Fri,Nov 17</th> <th>Sat,Nov 18</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>E0294932</td> <td>Comp Time Earned</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>8.00</td> <td>8.00</td> </tr> <tr> <td colspan="2">Daily Totals</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>8.00</td> <td>Total Hours: 8.00</td> </tr> </tbody> </table>   <table border="1"> <thead> <tr> <th colspan="2">Calculated Time</th> <th colspan="14">Days</th> <th rowspan="2">Comments</th> <th rowspan="2">Time Entry Totals</th> </tr> <tr> <th>* Assignment Number</th> <th>* Absence Type</th> <th>Sun,Nov 05</th> <th>Mon,Nov 06</th> <th>Tue,Nov 07</th> <th>Wed,Nov 08</th> <th>Thu,Nov 09</th> <th>Fri,Nov 10</th> <th>Sat,Nov 11</th> <th>Sun,Nov 12</th> <th>Mon,Nov 13</th> <th>Tue,Nov 14</th> <th>Wed,Nov 15</th> <th>Thu,Nov 16</th> <th>Fri,Nov 17</th> <th>Sat,Nov 18</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>E0294932</td> <td>Comp Time Earned</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>Hours</td> <td>8.00</td> <td>8.00</td> </tr> <tr> <td colspan="2">Daily Totals</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>8.00</td> <td>Total Hours: 8.00</td> </tr> </tbody> </table> </div>	Reported Time		Days														Comments	Time Entry Totals	* Assignment Number	* Absence Type	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	E0294932	Comp Time Earned	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	8.00	8.00	Daily Totals																	8.00	Total Hours: 8.00	Calculated Time		Days														Comments	Time Entry Totals	* Assignment Number	* Absence Type	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	E0294932	Comp Time Earned	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	8.00	8.00	Daily Totals																	8.00	Total Hours: 8.00
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