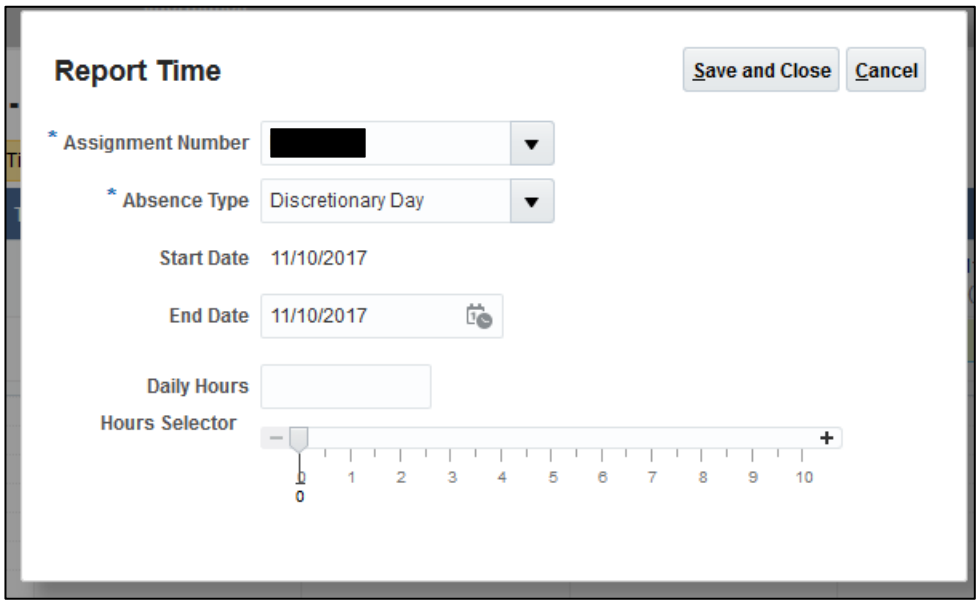
Job Aid

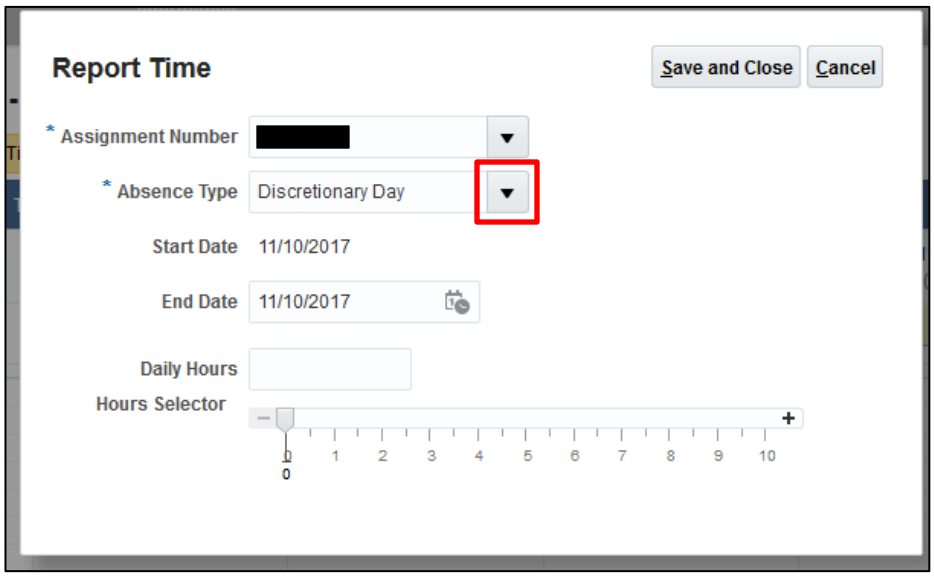
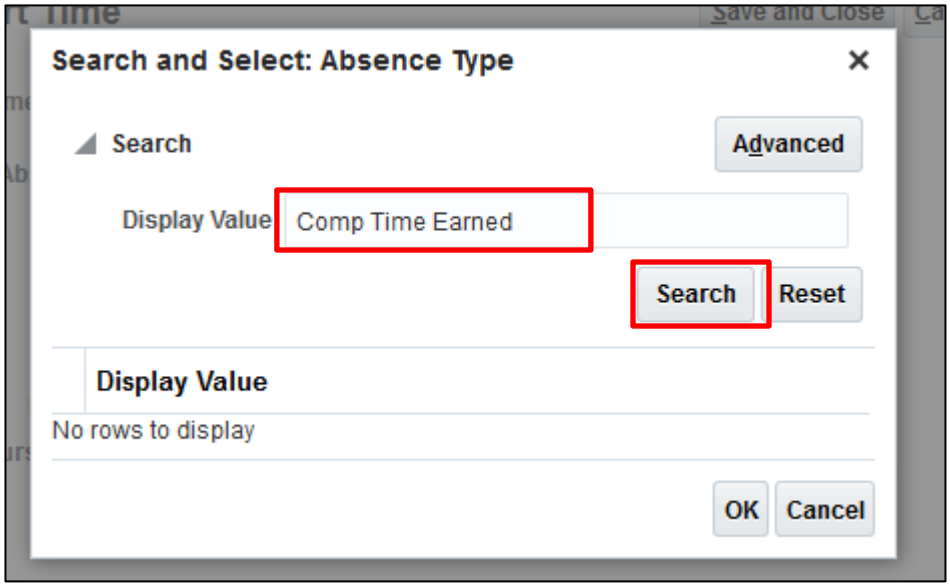
Entering Veteran's Holiday on a Time Card – Unclassified Salaried Employees

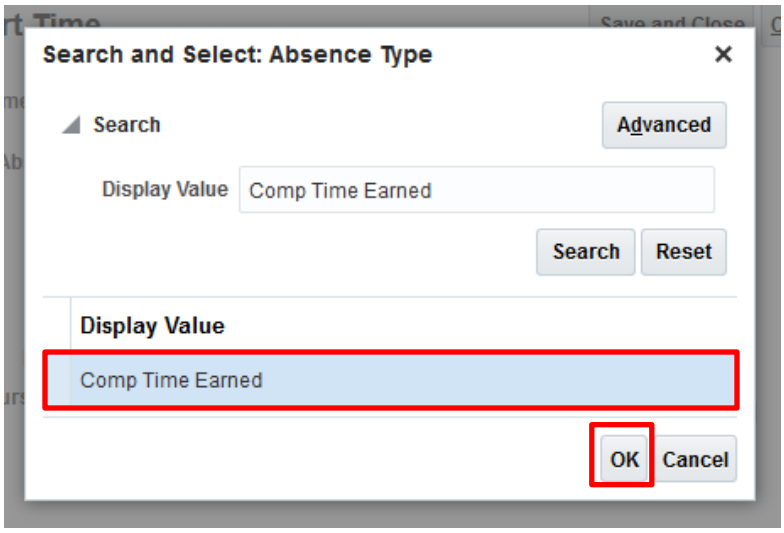
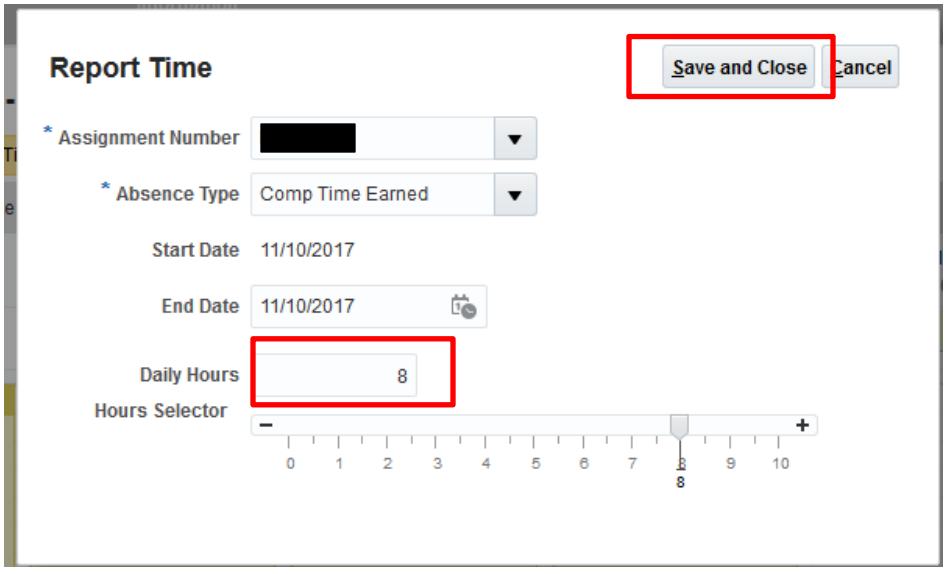
This job aid can be used by Unclassified salaried employees with benefits who earn vacation leave for Veteran's Day or any other official holiday when classes are in session.

Classes are in session on Veteran's Day, and unclassified employees are expected to work on this day. Unclassified salaried employees with benefits who earn vacation leave who work on Veteran's Day will earn comp time of 1.0 per hour for each scheduled hour that day. Comp time earned is added to the employee's comp time bank. For example, if the Unclassified salaried employee is scheduled to work 8 hours on Veteran's Day, the employee will earn 8 hours of comp time for working on Veteran's Day.

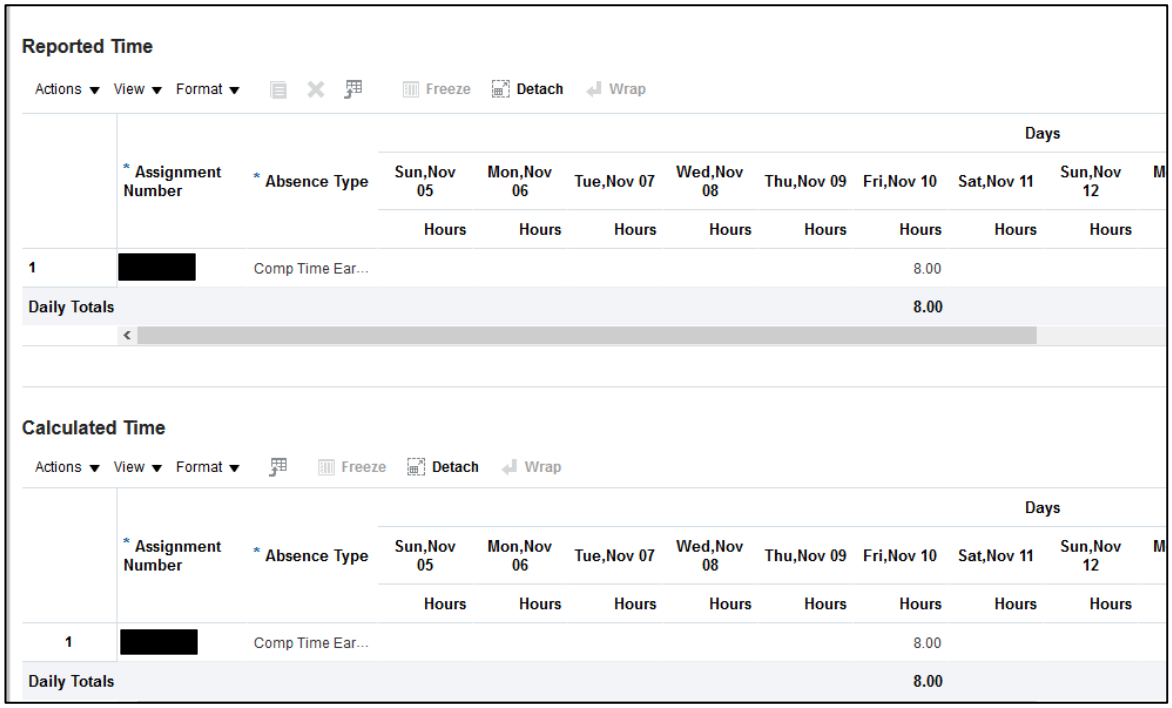
If an unclassified employee does not work on Veteran's Day, the employee must report accrued leave as appropriate (e.g. sick, vacation, comp time earned, discretionary day) for the day.

Step	Action
1.	**If you work on Veteran's day:** Report Comp Time Earned for 1.0 times the number of hours that you are scheduled to work on your time card calendar. For example, if you are scheduled to work 8 hours on Veteran's Day, you will report 8 hours of comp time earned on Veteran's Day. a. To report Comp Time Earned, drag and drop any time type to Veteran's Day on the time card. The Report Time box will open. 

2.	b. Click the drop down arrow for Absence Type. 
3.	c. In the Search and Select: Absence Type box, type in Comp Time Earned in Display Value, then click Search. 

4.	d. Highlight Comp Time Earned, then OK. 
5.	e. Report 1.0 times the number of hours you are scheduled to work on this day. For example, if you are scheduled to work 8 hours on Veteran's Day, you will report 8 hours of comp time earned on Veteran's Day. Save and Close.  **IMPORTANT: The Comp Time Earned time type will NOT be displayed on your time card. Click Review and Submit to confirm that the Comp Time Earned time type has been saved on the time card. Do not Submit the time card until you are ready to send it to your line manager for approval. See next step for example.**

f. When you are ready to submit your time card for this pay period, click Review and Submit. Review the information. You will see the Comp Time Earned time type on Veteran's Day. If everything looks ok then click Submit and OK to send the time card for line manager approval.



Reported Time

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

	* 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	M
			Days								
			Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
1	[redacted]	Comp Time Ear...						8.00			
Daily Totals								8.00			

Calculated Time

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

	* 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	M
			Days								
			Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
1	[redacted]	Comp Time Ear...						8.00			
Daily Totals								8.00			

2. **If you don't work on Veteran's day,** you will have to report accrued leave (e.g. sick, vacation, comp time taken, discretionary day) as appropriate for the day.