Job Aid

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

This job aid should be used for reporting on Veteran's day. This job aid can be used by USS salaried employees with benefits.

Step	Action
1.	If you work on Veteran's day. Report Comp Time Earned on your timecard calendar for one and one-half times the hours worked. For example if you worked 8 hours then you would report Comp Time Earned as 12 hours. Click Review and Submit. Review the information and if everything looks ok then click Submit and OK.
2.	If you don't work on Veteran's day then you will not report anything.