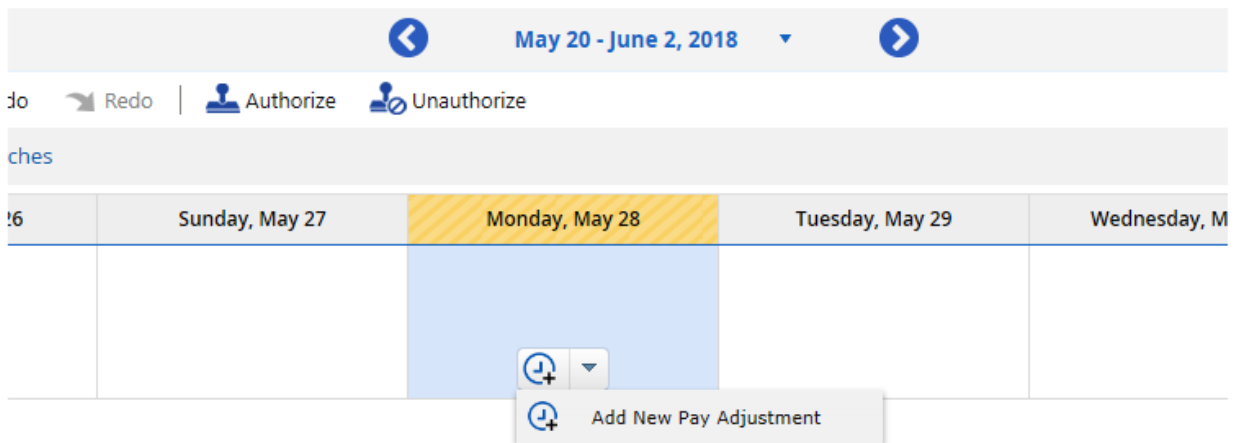


Recording Holiday Pay

Salaried Employees – Nothing needs to be done. Salaried employees will be paid their weekly salary regardless of what is entered on the Timesheet. Note: Salaried employees will no longer see Holiday pay as a separate category on their earning statements. If you are salaried and wish to see the separate category on your earning statement, you will need to add the hours as a Pay Adjustment (see below).

Hourly Employees – ***Check with your supervisor if you should be recording Holiday Worked.*** Holiday or Holiday Worked hours will need to be entered on the Timesheet. Note that only hours between 12:01am and 11:59pm on the day of the Holiday are eligible for these benefits. Please see the below instructions regarding how to enter these hours.

1. Holiday Pay: Holiday pay is entered as a Pay Adjustment. On the Timesheet, this appears as a clock icon:



- Select “Holiday” as the Pay Adjustment Type, and enter the number of hours you would have worked on a normal work day:

Pay Adjustment - Monday, May 28

Pay Adjustment Type: Holiday

Position: Day Program Direct Support Associate

Net Hours: 8.00 Hours

CBS: [None]

Comment:

Reference Date:

OK Cancel

- Click OK and then Save. Your Holiday Pay is now entered:

Save Refresh | Options | Undo Redo | Auth

Pay Problems Balances Audits Punches

Friday, May 26	Sunday, May 27	Monday, May 28
		<p>Pay Adjustment</p> <p>Holiday 8.00</p> <p>+ [edit] [delete]</p>

2. Holiday Worked: Holiday Worked time is entered as a shift and as a pay adjustment. On the Timesheet, enter a shift for the hours you have worked:

Actual

Day Program Direct Supp...

555 Auburn St-Manch...

Day Program Direct S...

[None]

[None]

09:00 AM

05:00 PM

Total

8.00h

Enter Comment Here

[calendar] [edit] [delete]

- Once your time is entered, add a Pay Adjustment:

The screenshot shows a time entry form for a shift. The shift is titled "Day Program Direct Supp..." and is located at "555 Auburn St-Manch...". The shift type is "Day Program Direct S...". The start time is "08:30 AM" and the end time is "04:30 PM". The total hours for the shift are "8.00h". Below the total, there is a text input field labeled "Enter Comment Here". A dropdown menu is open, showing two options: "Add New Shift" and "Add New Pay Adjustment".


- Select "Holiday Worked" as the Pay Adjustment Type and enter the number of hours that matches your punches for that day:

The screenshot shows a dialog box titled "Pay Adjustment - Monday, May 28". The dialog box contains the following fields:



- Pay Adjustment Type:** Holiday Worked (not OT eligible)
- Position:** Day Program Direct Support Associate
- Net Hours:** 8.00 Hours
- CBS:** [None]
- Comment:** (empty text field)
- Reference Date:** (empty date field with a calendar icon)



At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".



- Click OK and Save. Your Holiday Worked time is now entered:



Actual 




Day Program Direct Supp...




 555 Auburn St-Manch... 

 Day Program Direct S... 

 [None] 

 [None] 




 08:30 AM  

 04:30 PM  

Total


8.00h

Enter Comment Here

Pay Adjustment

Holiday Worked (not 8.00

 **OT eligible)**

16.00