

Holiday Reporting

Effective 7/1/17, Holiday Leave Earned hours and Holiday Leave Take hours are inserted on timesheets in an automated process. The process runs the morning of the holiday. Below are steps for reporting Holidays.

How are Holiday Leave Earned Hours Added to Holiday Leave Balance

Timesheets will have 8 hours of Holiday Leave Earned added to each eligible employee's timesheet. Time Administration will run and update Holiday Leave balance. This process runs the morning of the holiday.

How to Report NOT Working on the Holiday

Scheduled to Work on Holiday

- On the HOL – Holiday Leave Taken row in the **Quantity** field, edit the hours, if required, and submit.

Tue	7/4	Approved						HLE - Holiday Leave Earned	8.00
		Needs Approval						HOL - Holiday Leave Taken	8.00

- Once the HOL – Holiday Leave Taken timesheet row has been edited and submitted, if required, and approved, the nightly Time Administration process will run and will decrease Holiday Leave balance.


Not Scheduled to Work on Holiday

- Employees not scheduled to work on the holiday will not have a Holiday Leave Taken row inserted on their timesheet.

Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity
Tue	7/4	Approved						HLE - Holiday Leave Earned	8.00

- Employees not scheduled to work on the holiday and do not work on the holiday will have 8 hours of Holiday Leave Earned in their Holiday Leave balance to take on a later date.

How to Report Working on the Holiday

- Add a row for holiday date using the add  icon
- On the added row, enter time worked in the appropriate **Punch** fields
- On the HOL – Holiday Leave Taken row, adjust the hours in the **Quantity** field, if required. If no Holiday Leave hours are being used for the day, delete the HOL - Holiday Leave Taken row and Submit.

Example: Employee was scheduled to work 8 hours on 7/4. The employee worked from 10 a.m. to 1 p.m (3 hours). Employee edited the HOL – Holiday Leave Taken row from 8 hours to 5 hours and added a row with punch times.

Tue	7/4	Approved						HLE - Holiday Leave Earned	8.00
		Needs Approval						HOL - Holiday Leave Taken	5.00
		Needs Approval	10:00:00AM			1:00:00PM	3.00		

Edited from 8 hours to 5 hours

- Once the timesheet rows have been approved, the nightly Time Administration process will run and decrease Holiday Leave balance, if applicable.