Employee’s Regular Schedule Falls on the Holiday – Employee Does **Not** Work

**Scenario**

- Employee’s regular schedule falls on a holiday and the employee does not work. For this example, Veteran’s Day holiday is being illustrated.

**Process**

1. Enter the **BU Paid Holiday (1012)** code and the hours in the **Content (Hours)** field for November 11\textsuperscript{th}.
2. Enter all other time for the week as you would normally.

   - **Do not enter start and end times for the holiday**

**Result**

- Employee is paid for the holiday and time worked during the week.
Employee’s Regular Schedule Falls on the Holiday – Employee Works the Holiday

**Scenario**

- Employee’s regular schedule falls on the holiday and the employee works the holiday.

**Process**

1. Enter the **BU Paid Holiday (1012)** code and the hours in the **Content (Hours)** field for November 11\textsuperscript{th}.

2. Insert a row and enter the **Hours Worked (1000)** code and hours worked for November 11\textsuperscript{th}.

3. Enter all other time for the week as you would normally.

   *Optional:* Enter **01 Comp time** in the **OT comp. type** field for all holiday hours worked.

**Result**

- The system will recognize Friday as the Holiday and that these hours are to be paid at the one and on-half time rate.
Employee’s Regular Schedule Does Not Fall on the Holiday – Employee Does **Not** Work

**Scenario**

- Employee’s regular schedule does **not** fall on the holiday and the employee did **not** work the holiday.

**Process**

1. Make **no** entry for November 11\(^{th}\) on the timesheet.
2. Enter all other time for the week as you would normally.

**Result**

- The system will automatically credit L2324 employees with a floating holiday.
### Employee’s Regular Schedule Does Not Fall on the Holiday – Employee Works the Holiday

**Scenario**

- Employee’s regular schedule does not fall on a holiday but the employee works the holiday.

**Process**

1. Enter the **Hours Worked (1000)** code and the hours with the **Start time** and **End time** for November 11th.
2. Enter all other time for the week as you would normally.

   **Optional:** Enter **01 Comp time** in the **OT comp. Type** field for all holiday hours worked.

**Result**

- The system recognizes Monday as a holiday and that these hours are to be paid at the one and one-half time rate.
- The system will automatically credit L2324 employees with a floating holiday.