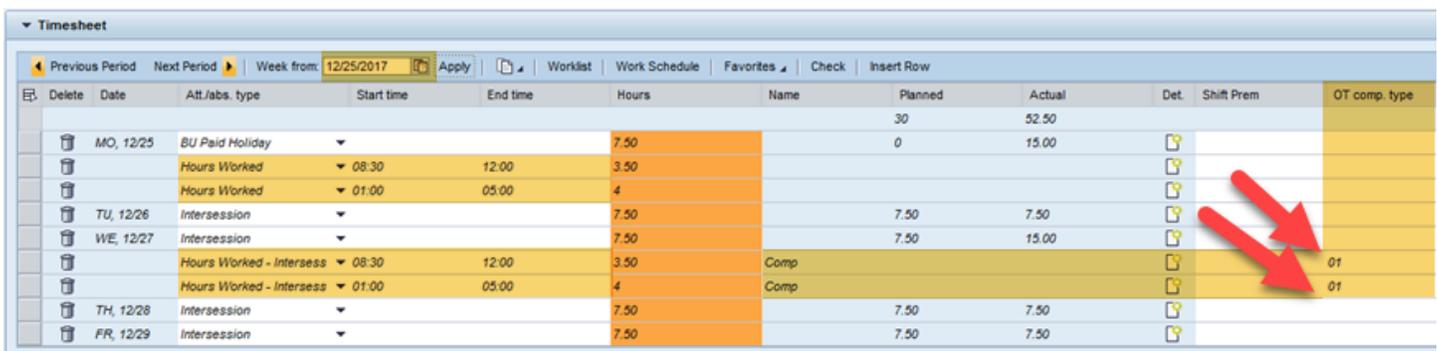




## 2. Employee works on the holiday and/or during an intersession day:

- Enter your regular holiday and intersession hours as shown previously.
- If you work on the holiday, insert another row below the holiday hours if you are working and enter the total “hours worked.” **You will be paid overtime for those hours.**
- If working during an intersession day, insert a row and select “hours worked – intersession” and enter the total hours. Be sure to enter “01” in the OT comp type column so that you earn “compensatory time” for those hours worked which you can use for time off for up to six months after the date they were earned.
- Click on the save button, then click on the release directly button.



| Delete | Date      | Att./abs. type           | Start time | End time | Hours | Name | Planned | Actual | Det. | Shift Prem | OT comp. type |
|--------|-----------|--------------------------|------------|----------|-------|------|---------|--------|------|------------|---------------|
|        | MO, 12/25 | BU Paid Holiday          |            |          | 7.50  |      | 30      | 52.50  |      |            |               |
|        |           | Hours Worked             | 08:30      | 12:00    | 3.50  |      | 0       | 15.00  |      |            |               |
|        |           | Hours Worked             | 01:00      | 05:00    | 4     |      |         |        |      |            |               |
|        | TU, 12/26 | Intersession             |            |          | 7.50  |      | 7.50    | 7.50   |      |            |               |
|        | WE, 12/27 | Intersession             |            |          | 7.50  |      | 7.50    | 15.00  |      |            |               |
|        |           | Hours Worked - Intersess | 08:30      | 12:00    | 3.50  | Comp |         |        |      |            | 01            |
|        |           | Hours Worked - Intersess | 01:00      | 05:00    | 4     | Comp |         |        |      |            | 01            |
|        | TH, 12/28 | Intersession             |            |          | 7.50  |      | 7.50    | 7.50   |      |            |               |
|        | FR, 12/29 | Intersession             |            |          | 7.50  |      | 7.50    | 7.50   |      |            |               |