

HOLIDAY LEAVE

DAILY & SUMMARY TIME ENTRY

Employee Self Service - Employee Daily Time Entry

EMPLOYEE II, TEST Business Unit 1018

Display Options and Pay Period
 1st 1/2 Pay Period Start 01/01/21
 2nd 1/2 Pay Period End 01/31/21

Quick Glance Pay Period Totals
Reg Sick Comp
Vac Holiday Other

Totals	Fri 1/1	Sat 1/2	Sun 1/3	Mon 1/4	Tue 1/5	Wed 1/6	Thu 1/7	Fri 1/8	Sat 1/9	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13
Regular Hours													
All Other Hours													
Total Hours													

Records 1 - 1

Select	Time Card Status	Pay Type	Pay Desc
<input type="checkbox"/>			

Close Delete Save Print

Employee Self Service - Pay Type R...

Records 1 - 10

From Trans	Pay Type Description
<input checked="" type="radio"/>	1 REG & PT HRS
<input type="radio"/>	4 TEMP HOURS
<input type="radio"/>	15 VOL HRS PD
<input type="radio"/>	16 VOL HRS NP
<input type="radio"/>	20 OVERTIME HRS
<input type="radio"/>	22 STRAIGHT OT
<input type="radio"/>	56 AFTRHRSSUP3
<input type="radio"/>	404 INQUIRY LV
<input type="radio"/>	958 COMPACC 1.0
<input type="radio"/>	960 COMPACC 1.5

Holiday is no longer available from the Time Entry Pay Type List.

Employee Self Service - Leave Planning

To request a date select the leave type and then click the date on the calendar or enter a date range below.

Employee Number 157622 Manager 346732 MANAGER, TEST Leave Type Holiday

Holiday Paid Parental Leave Floating Holiday Incentive Sick Vacation
Admin Bereavement Comp Time Leave Without Pay Jury Duty FMLA

January 2021 Hours Per Day 8.00 Review Balances

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Holiday should now be submitted from the Leave Planning form.

An employee's work schedule now determines when holidays are observed and requires submittal through the Leave Request Process.