Coppin State University Alternative Work Schedule Time Entry Aid
Addendum – Holiday

General: Do Not use the APPLY SCHEDULE button. Enter time line by line.

Regular Payroll Exempt Employees – Off on the Holiday

Employees whose "OFF" day is Monday will Not enter a line for July 4th.

This example shows how to enter time for a holiday taken and how to supplement with accrued leave. Since this employee is off on Mondays and July 4th falls on a Monday, the employee is taking the holiday at another time during the week. Two time entry lines are needed. Holiday leave will remain at 8 hour/day. Alternative work schedule employees must use their own accrued leave to supplement leave over 8 hours for a holiday.

Time Entry — Customize | Find | First 1-9 of

Enter Time | Override/Comments | Delete Entry

	Weekday	*Date	D-Day	*TRC	TRC Description	Hours
1	Wednesday	06/29/2011		REG	Reg Hours	10.00
2	Thursday	06/30/2011		REG	Reg Hours	10.00
3	Friday	07/01/2011		REG	Reg Hours	10.00
4	Tuesday	07/05/2011		REG	Reg Hours	10.00
5	Wednesday	07/06/2011		HOLTK	Banked Holiday Taken	8.00
6	Wednesday	07/06/2011		ANNLV	Annual Leave	2.00
7	Thursday	07/07/2011		REG	Reg Hours	10.00
8	Friday	07/08/2011		REG	Reg Hours	10.00
9	Tuesday	07/12/2011		REG	Reg Hours	10.00

Total Entries: 9 Total Hours: 80.00000 Add Apply Schedule

Use the TRC of "HOLTK" and enter hours = 8.0. Enter an additional line for the same date and choose the leave category for the other 2 Hours. See both lines for Tuesday July 5th. Note the Time Reporting Code (TRC) is HOLTK.

Record the date of the holiday on the Comments Tab of your time sheet.

Time Entry

Enter Time | Override/Comments | Delete Entry

	Weekday	*Date	D-Day	*TRC	TRC Description	Comment
1	Wednesday	06/29/2011		REG	Reg Hours	
2	Thursday	06/30/2011		REG	Reg Hours	
3	Friday	07/01/2011		REG	Reg Hours	
4	Tuesday	07/05/2011		REG	Reg Hours	
5	Wednesday	07/06/2011		HOLTK	Banked Holiday Taken	July 4th
6	Wednesday	07/06/2011		ANNLV	Annual Leave	July 4th
7	Thursday	07/07/2011		REG	Reg Hours	
8	Friday	07/08/2011		REG	Reg Hours	
9	Tuesday	07/12/2011		REG	Reg Hours	

Total Entries: 9 Total Hours: 80.00000 Add Apply Schedule

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Regular Payroll Non-Exempt Employees, and All Contingent 2 Employees – Off on the Holiday

Employees whose "OFF" day is Monday will Not enter a line for July 4th.

This example shows how to enter time for a holiday taken and how to supplement with accrued leave. Since this employee is off on Mondays and July 4th falls on a Monday, the employee is taking the holiday at another time during the week. Two time entry lines are needed. Holiday leave will remain at 8 hour/day. Alternative work schedule employees must use their own accrued leave to supplement leave over 8 hours for a holiday.

me Entry — Customize | Find | First 1-9 of 9 L

Enter Time | Approval/Comments | Delete Entry

Weekday	*Date	TRC	TRC Description	Work Hours	Start Time	Start Break 1	Return Break 1	Start Break 2	Return Break 2	Start Break 3	Return Break 3	End Ti
Wednesday	06/29/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	12:30PM					5:30P
Thursday	06/30/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	12:30PM					5:30P
Friday	07/01/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	12:30PM					5:30P
Tuesday	07/05/2011	ANNLV	Annual Leave	2.00								
Tuesday	07/05/2011	HOLTK	Banked Holiday Taken	8.00								
Wednesday	07/06/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	12:30PM					5:30P
Thursday	07/07/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	12:30PM					5:30P
Friday	07/08/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	12:30PM					5:30P
Monday	07/11/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	12:30PM					5:30P

tal Entries: 9 Total Hours Reported: 80.00000 Add Delete

Use the TRC of "HOLTK" and enter hours = 8.0. Enter an additional line for the same date and choose the leave category for the other 2 Hours. See both lines for Tuesday July 5th. Note the Time Reporting Code (TRC) is HOLTK.

Record the date of the holiday on the Comments Tab of your time sheet.

Time Entry

Enter Time | Override/Comments | Delete Entry

	Weekday	*Date	*TRC	TRC Description	Comment
1	Wednesday	06/29/2011	REG	Reg Hours	
2	Thursday	06/30/2011	REG	Reg Hours	
3	Friday	07/01/2011	REG	Reg Hours	
4	Tuesday	07/05/2011	ANNLV	Annual Leave	7/4/11
5	Tuesday	07/05/2011	HOLTK	Banked Holiday Taken	7/4/11
6	Wednesday	07/06/2011	REG	Reg Hours	
7	Thursday	07/07/2011	REG	Reg Hours	
8	Friday	07/08/2011	REG	Reg Hours	
9	Monday	07/11/2011	REG	Reg Hours	

Total Entries: 9 Total Hours: 80.00000 Add

Coppin State University Alternative Work Schedule Time Entry Aid
Addendum – Holiday

Regular Payroll Exempt Employees – Off on Friday

Employees whose "OFF" day is Friday WILL enter a line for July 4th as a Holiday using TRC = HOL and hours = 8.0. Enter an additional line for the same date and choose the leave category for the other 2 Hours.

Time Entry — Customize | Find | First 1-9 of

Enter Time | Override/Comments | Delete Entry

	Weekday	*Date	D-Day	*TRC	TRC Description	Hours
1	Wednesday	06/29/2011		REG	Reg Hours	10.00
2	Thursday	06/30/2011		REG	Reg Hours	10.00
3	Monday	07/04/2011		HOL	Holiday	8.00
4	Monday	07/04/2011		PERLV	Personal Leave	2.00
5	Tuesday	07/05/2011		REG	Reg Hours	10.00
6	Wednesday	07/06/2011		REG	Reg Hours	10.00
7	Thursday	07/07/2011		REG	Reg Hours	10.00
8	Monday	07/11/2011		REG	Reg Hours	10.00
9	Tuesday	07/12/2011		REG	Reg Hours	10.00

Total Entries: 9 **Total Hours:** 80.00000 Add

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me Entry — Customize | Find | First 1-9 of 9 La

Enter Time | Override/Comments | Delete Entry

Weekday	*Date	*TRC	TRC Description	Hours	Start Time	Start Break 1	Return Break 1	Start Break 2	Return Break 2	Start Break 3	Return Break 3	End Time
Wednesday	06/29/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	12:30PM					5:30PI
Thursday	06/30/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	12:30PM					5:30PI
Monday	07/04/2011	ANNLV	Annual Leave	2.00								
Monday	07/04/2011	HOL	Holiday	8.00								
Tuesday	07/05/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	12:30PM					5:30PI
Wednesday	07/06/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	12:30PM					5:30PI
Thursday	07/07/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	12:30PM					5:30PI
Monday	07/11/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	12:30PM					5:30PI
Tuesday	07/12/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	12:30PM					5:30PI

tal Entries: 9 **Total Hours:** 80.00000 Add

No comment is needed

If you have a question about **A**lternative **W**ork **S**chedule (AWS) time entry, please call HR at X3666.