

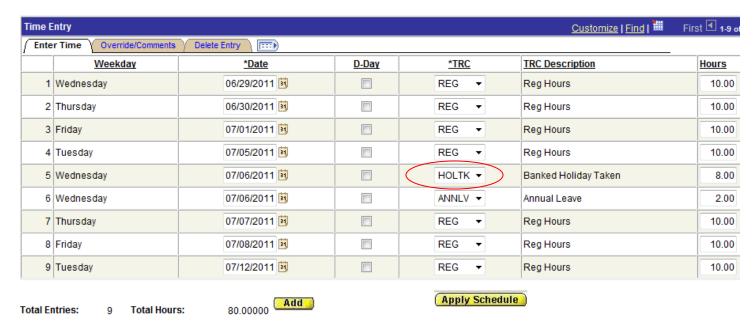
Coppin State University Alternative Work Schedule Time Entry Aid Addendum – Holiday

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.



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 5^{th} . Note the Time Reporting Code (TRC) is HOLTK.

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





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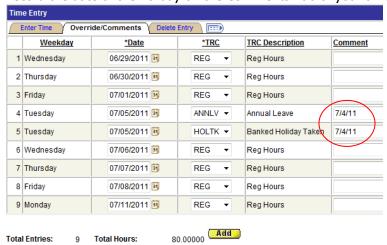
<u>Regular Payroll Non-Exempt Employees, and All Contingent 2 Employees – Off on the Holiday</u> Employees whose "OFF" day is Monday will Not enter a line for July 4th.

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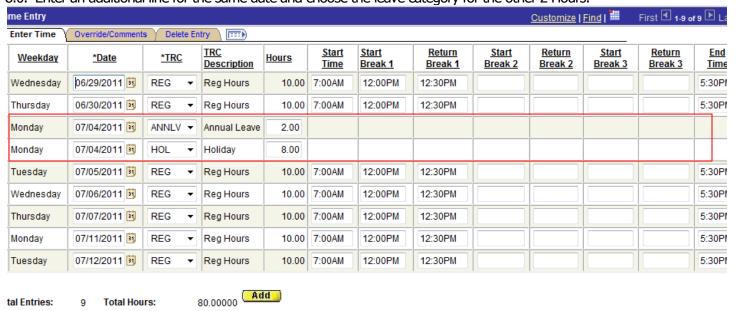
Regular Payroll Exempt Employees - Off on Friday

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.



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

Employees whose "OFF" day is Friday WILL enter a line for July 4^{th} 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.



No comment is needed

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