I Did Not Work on the Holiday - How do I … Get Comp Time for the Holiday Benefit when the Holiday is on my Regular Day Off?

SCENARIO

The holiday is on my day off and I want to accrue comp instead of pay for the Holiday Benefit.

Check your current comp time balances to ensure that this action will not cause you to exceed the 80 hour comp time maximum.

ACTION

1. In the timecard grid, **insert** a row by clicking the insert row icon on the left edge of the timecard.
2. **Click** the Pay Code drop down list and select "Holiday Benefit-Comp". To see the full pay code name change the width of a column by placing the cursor over the divider between the column headings, click and drag the divider to the right.
3. In the same row as the pay code, **enter** 8.00 hours.
4. In the timecard grid, **insert** another row by clicking the insert row icon on the left edge of the timecard.
5. **Click** the Pay Code drop down list and **select** "Holiday Benefit-Paidx".
6. In the same row as the pay code, **enter** – 8.00 (negative) hours.
7. To verify your daily hours, **locate** the Totals & Schedule tab at the bottom of the Timecard. **Click** the drop down arrow and change display to Daily. **Click**, in the timecard grid, on the day you wish to verify.

Pay Code	Transfer	...	...	...	...	...	...	Mon 9/03	Total
Holiday Benefit-Comp								8.00	8.00
Holiday Benefit-Paidx								-8.00	-8.00
Labor Day - 2007								8.00	8.00
								8.00	8.00

Totals & Schedule | Accruals | Audits | Sign-offs & Approvals

All ▼

Pay Code	Amount	Wages
Total Hrs-balance to expected hr	0.00	
Holiday Benefit-Paidx	0.00	
Holiday Benefit-Comp	8.00	