

## I Worked an Overtime Shift on the Holiday... How do I ... Get Comp for the Holiday Benefit when the Holiday falls on My Regular Day Off?

### SCENARIO

The holiday falls on my day off. I worked an overtime shift and want to get **comp time** 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. **Enter** the time worked in the timecard grid. Add forced OT Work Rule. (see “How Do I... force OT Paid”)
2. In the timecard grid, **insert** a row by clicking the insert row icon on the left edge of the timecard.
3. **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.
4. In the same row as the pay code, **enter** 8.00 hours.
5. In the timecard grid, **insert** another row by clicking the insert row icon on the left edge of the timecard.
6. **Click** the Pay Code drop down list and **select** “Holiday Benefit-Paidx”.
7. In the same row as the pay code, **enter** – 8.00 (negative) hours.
8. 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.

	Date	Pay Code	Amount	In	Transfer	Out
	Sun 9/02					
	Mon 9/03			8:00AM	::SEIU PERM N 8 OT, pay	4:00PM
	Mon 9/03	Holiday Benefit-Comp	8.00			
	Mon 9/03	Holiday Benefit-Paidx	-8.00			
	Mon 9/03	Labor Day - 2007	8.00			

Totals & Schedule		Accruals	Audits
Daily			
Pay Code	Amount	Wages	
Total Hrs-balance to expected hr	0.00		
Holiday Benefit-Paidx	0.00		
Holiday Benefit-Comp	8.00		
Overtime Paid	8.00	533.64	