How do I…Get Comp Time in lieu of Pay for the Hours I Worked on the Holiday?

Scenario # 1   I worked on the holiday and it was my regular scheduled work day…

Scenario # 2   I worked on the holiday and it was an overtime shift …

ACTION

1. For *Hourly View* Timecard employees **enter** the start and stop times in your timecard.

2. For *Project View* Timecard employees **enter** the number of hours to be accrued as either Holiday Worked-Comp (Scenario # 1) or Overtime Comp Earned (Scenario # 2).

3. In the timecard grid, **click** the Transfer column on the row associated with the punch or amount that you want to transfer.

4. **Click** the down arrow in the Transfer cell.

5. At the bottom of the list, **click** Search to access the Select Transfer dialog box.

6. **Complete** the section of the Select Transfer box that applies. (I.e. cost coding).

7. In the bottom left hand corner of the box, **click** on the down arrow Work Rule area.

8. **Select** the appropriate Work Rule…

    Scenario # 1) I worked my regular scheduled work day: select your "Wkd Hol Cmp" Work Rule

    Scenario # 2) I worked an overtime shift: select your "OT Comp" Work Rule

9. **Select** *Save.*

10. 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** on the day you wish to verify.

11. To change the width of a column, place the cursor over the divider between each column heading, **click and drag** the divider to the left or right. **Click** the heading of a column to change the order of entries.