## 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

Labor Account							
Name or Description:							
Search		_					
Available Entries:	Dept-Sect						
	🔾 Barg Unit-Job Class						
0000-0000,N-A 0101-0000,CLERK - BOARD OI 0110-0000,ASSESSMENT APF 0201-0000,COUNTY ADMINIST 0210-0000,CLERK - BOARD OI 0220-0000,ASSESSMENT APF 0301.0000 CRIMINAL JUSTICE + (	Budget Unit-Cost Center Prog-Proj-Event Activity-OT Code-Task Misc Other						
Work Rule SEIU PERM N 8, Wkd Hol Cmp	,						
		Mon 9/03	Labor Day	8.00			
Selected Transfer		Mon 9/03			8:00AM	SEIU PERMIN 8, Wkd Hol Cmp	4:00PM
"SEIU PERM N 8, Wkd Hol Cmp					0.001111	lighter at the state of the state	

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

Labor Account							
Ame or Description:     Search       Available Entries:            0000-0000,N-A     0101-0000,CLERK - BOARD OI       0101-0000,CLERK - BOARD OI     0201-0000,CLERK - BOARD OI       0210-0000,CLERK - BOARD OI     0220-0000,SSESSMENT APF       0201-0000,CLERK - BOARD OI     0220-0000,SSESSMENT APF       0301-0000,CRIMINAL JUSTICE -	Dept-Sect Barg Unit-Job Class Budget Unit-Cost Center Prog-Proj-Event Activity-OT Code-Task Misc Other						
Work Rule	•						
		Mon 9/03			8:00AM	;;SEIU PERM N 8 OT, comp	4:00PM
"SFILL PERM N & OT. comp		Mon 9/03	Labor Day	8.00			

- 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.