

## EXAMPLE: Non-Exempt Holiday Leave - Flex Schedule

Holiday Leave will be entered automatically on the web time sheets of eligible employees with the hours based on the full-time or part-time status of the employee. Full-time employees are eligible for no more than 8 hours of holiday pay per day for UA designated holidays. The holiday pay for part-time employees is based on their assigned hours per pay period. As an example, a part-time employee whose assignment is for 40 hours a pay period will be eligible for 4 hours of Holiday Leave for each paid holiday.

Employees who work flexible schedules (such as four 10-hour days per week) have several options for work weeks that include holidays:

- Departments may opt to go back to a regular daily schedule (such as an eight-hour day for five days) for any week in which a holiday occurs
- If an employee's flexible schedule would normally have them working more hours on the day of the week that the holiday falls, they can make up the difference with annual leave for that day (see the example below)
- Employees who do not wish to use annual leave may arrange, with supervisory approval, to work additional hours each day during the week of the holiday

If hours need to be reported that include a partial hour, minutes should be entered as the decimal equivalent of an hour. A link to a chart for converting minutes to decimals is included on the web time sheet.

Earnings code **400** is used to indicate Holiday Leave Pay hours taken.

This example is for a non-exempt, regular, full-time employee working a flexible schedule of four 10-hour days per week (Sunday thru Saturday). Part-time employees should enter hours based on their work schedules and assigned hours.

Use your mouse or tab key to navigate to the date column of the earnings code/fund/orgn line to enter time. Enter the actual hours worked on the actual days worked. For [instructions on how to enter time](#), an [earnings code descriptions list](#), a [chart converting minutes to decimals](#), [submission timelines](#), and other helpful documents, please visit the [Web Timesheet Entry web page](#).

If your screen size does not accommodate your entire time sheet, you can use Ctrl+ and Ctrl- to zoom the page in and out in most browsers.

If you have suggestions for improving the web time sheet process, [please provide feedback to the project team](#).

### Time Sheet

|                               |                                 |                            |                                    |
|-------------------------------|---------------------------------|----------------------------|------------------------------------|
| <b>Title and Number:</b>      | Job Title -- PCN                | <b>Time Sheet Period:</b>  | Nov 16, 2014 to Nov 29, 2014 (R25) |
| <b>Employee Class:</b>        | NR -- NonExempt Staff - Regular | <b>Scheduled Pay Date:</b> | Dec 12, 2014                       |
| <b>Department and Number:</b> | Unit -- TKL                     | <b>Submit By Date:</b>     | Dec 1, 2014 by 11:59am             |

[View Default Labor Distribution](#)

| #             | Earnings Code           | Total     | 16 Sun | 17 Mon | 18 Tue | 19 Wed | 20 Thu | 21 Fri | 22 Sat | 23 Sun | 24 Mon | 25 Tue | 26 Wed | 27 Thu (H) | 28 Fri (H) | 29 Sat | Fund Name | Fund | Orgn | Activity |
|---------------|-------------------------|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------|------------|--------|-----------|------|------|----------|
| 1             | Regular Pay (010)       | 60        |        | 10     | 10     |        | 10     | 10     |        |        | 10     | 10     |        |            |            |        |           |      |      |          |
| 2             | Holiday Leave Pay (400) | 16        |        |        |        |        |        |        |        |        |        |        |        | 8          | 8          |        |           |      |      |          |
| 3             | L- Annual Leave (500)   | 4         |        |        |        |        |        |        |        |        |        |        |        | 2          | 2          |        |           |      |      |          |
| 4             |                         |           |        |        |        |        |        |        |        |        |        |        |        |            |            |        |           |      |      |          |
| <b>Total:</b> |                         | <b>80</b> |        | 10     | 10     |        | 10     | 10     |        |        | 10     | 10     |        | 10         | 10         |        |           |      |      |          |

Unless you need to make a correction to your labor distribution, just allow the default accounting to be used here.

**Submitted for Approval By:**

**Approved By:**

**Waiting for Approval From:**

NOTE: Although an electronic time sheet has been used for this example, the earnings code and procedure for entering leave hours are the same for paper time sheets. If a paper time sheet needs to be submitted, it should be completed in blue or black ink, and signed by both the employee and appropriate supervisor.