EXAMPLE: Non-Exempt Holiday Leave

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.

The example below shows a combination of work and holiday hours during the pay period.

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. Part-time employees should enter hours based on their work schedules.

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

Title and Number:	Job Title -- PCN
Employee Class:	NR -- NonExempt Staff - Regular
Department and Number:	Unit -- TKL

Time Sheet Period:	Nov 16, 2014 to Nov 29, 2014 (R25)
Scheduled Pay Date:	Dec 12, 2014
Submit By Date:	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)	▼	64		8	8	8	8	8			8	8	8							
2	Holiday Leave Pay (400)	▼	16												8	8		Unless you need to make a correction to your labor distribution, just allow the default accounting to be used here.			
3		▼																			
4		▼																			
	Total:		80		8	8	8	8	8			8	8	8	8	8					

[Time Sheet Selection] [Restart] [Comments] [Save] [Submit for Approval]

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 approved by the appropriate supervisor.