

VETERANS DAY REFERENCE GUIDE

Exempt (Salary) Employees

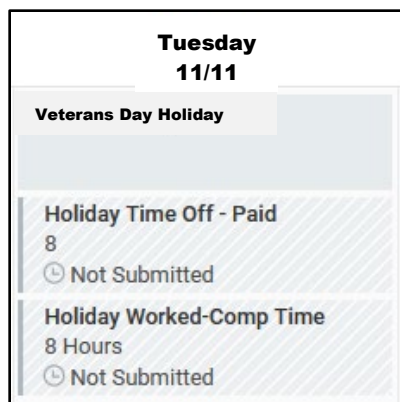
Questions regarding timesheet entry should be emailed to Accounts Payable at apayable@fhsu.edu or call AP at 5948.

*****ALL Exempt employees must submit their timesheet to earn the Holiday Credit*****

Exempt Employee WORKING on Veterans Day

Scenario: I am an exempt (salary) employee and I **will be working** on Veterans Day. The **Holiday Time Off – Paid** (Holiday Credit) will automatically populate on my timesheet for the holiday. I will report **Holiday Worked Comp Time** in half day or full day increments for hours worked on Veterans Day. This will give me Comp Time credit for the number of hours worked on the holiday to be used for future use.

Exempt employees MUST submit their timesheet to earn Holiday Credit and Comp Time




**Tuesday
11/11**

Veterans Day Holiday

Holiday Time Off - Paid
8
⌚ Not Submitted

Holiday Worked-Comp Time
8 Hours
⌚ Not Submitted

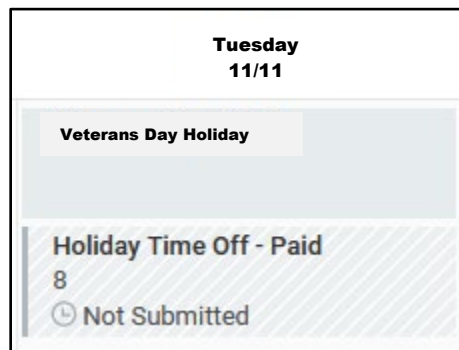
Navigating to timesheet to add entry:

Menu →  Time → **This Week**
To add entry, click directly on the date
and at the Enter Time dialogue box, click
on the Time Entry to change the Time
Type to Holiday Worked-Comp Time

Exempt Employee NOT working on Veterans Day

Scenario: I am an exempt (salary) employee and I **will NOT be working** on Veterans Day. The **Holiday Time Off – Paid** (Holiday Credit) will automatically populate on my timesheet for the holiday. No other entry will be made and no leave time needs to be recorded.

***Exempt employees must submit their timesheet to earn the Holiday Credit. ***



**Tuesday
11/11**

Veterans Day Holiday

Holiday Time Off - Paid
8
⌚ Not Submitted