

VETERANS DAY REFERENCE GUIDE

Non-Exempt (Hourly) ESSENTIAL Employees

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

Non-Exempt ESSENTIAL Employee working on Veterans Day

Scenario: I am a non-exempt (hourly) employee, and I will be working on Veterans Day. I will record my normal hours for all the non-holiday scheduled days. For Veterans Day, the **Holiday Time Off – Paid** (Holiday Credit) will automatically populate on my timesheet. I will report **Holiday Worked Pay – Veterans Day Only*** for the number of hours worked on the holiday. This will give me Holiday Pay 1.5 for the number of hours worked since I will not be using Holiday Comp Time.

*An essential employee who works second or third shift will record hours worked on Veterans Day as **Holiday Worked Pay – Veterans Day (Second Shift) or Holiday Worked – Veterans Day (Third Shift)** to ensure the employee also receives the Shift Differential pay.

Mon, 11/10 Hours: 8	Tuesday 11/11	Wed, 11/12 Hours: 8	Thu, 11/13 Hours: 8	Fri, 11/14 Hours: 8
Time Period Lockout 10/26/2025 - 11/08/2025	Veterans Day Holiday	Regular-Third Shift 8 Hours ⌚ Not Submitted	Regular-Third Shift 8 Hours ⌚ Not Submitted	Regular-Third Shift 8 Hours ⌚ Not Submitted
Regular-Third Shift 8 Hours ⌚ Not Submitted	Holiday Time Off - Paid 8 ⌚ Not Submitted Holiday Worked Pay - Veteran's Day 8 Hours ⌚ Not Submitted			