

# VETERANS DAY REFERENCE GUIDE

## Temporary Employees

Questions regarding timesheet entry should be emailed to Accounts Payable at [apayable@fhsu.edu](mailto:apayable@fhsu.edu) or call AP.

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### Temporary Employee working on Veteran's Day

Scenario: I am a Temp employee, and I will be working on Veterans Day. I will record my hours on Veterans Day as **Regular** and will be paid at my regular rate of pay.

Mon, 11/10 Hours: 4	Tue, 11/11 Hours: 5	Wed, 11/12 Hours: 0	Thu, 11/13 Hours: 0	Fri, 11/14 Hours: 5
Time Period Lockout 10/26/2025 - 11/08/2025	Veterans Day 2025			Regular 5 Hours ⌚ Not Submitted
Regular 4 Hours ⌚ Not Submitted	Regular 5 Hours ⌚ Not Submitted			