



Time Entry Type Descriptions

Special Day Off – To report hours when the President declares a Special Day Off. Used when the employee does not work the Special Day Off: pay will be commensurate with hours regularly scheduled on that day.

Special Day Off (Worked/Saved) – To report hours when the President declares a Special Day Off AND the employee must work. Employees must use this time entry type if (s)he worked; the employee may not elect to be paid instead. Hours (equal to the number of hours worked) will be paid and added to employee's vacation bank for future use.