



Time Entry Type Descriptions

Holiday – To report holiday hours when you do not work on a holiday.

Holiday (Worked/Paid) – To report holiday hours when you WORK ON THE HOLIDAY AND ELECT TO BE PAID FOR THE HOLIDAY HOURS *in addition to your regular pay*.

Holiday (Worked/Saved) – To report holiday hours when you WORK ON THE HOLIDAY AND ELECT TO ADD THE HOLIDAY HOURS TO YOUR VACATION BANK and be paid your regular pay.

Holiday (Not Scheduled) Saved – To report holiday hours when the holiday falls on a day that you are not scheduled to work AND YOU ELECT TO ADD THE HOURS TO YOUR VACATION BANK.