

Holiday Time Worked

Holiday time worked is paid at overtime for all unions and in the case of CSEA employees also accumulates into a comp time bank (in lieu of the additional Holiday pay benefit). Time worked is transferred to the Other Time column and coded so that it's paid properly.

If you have entered the wrong number of hours worked, reenter the proper number of hours worked and click **SUBMIT** again. HOLO AND HOLW will be recalculated.

If you did not work, enter zeroes in HOLO and HOLW hours and click **SUBMIT** again (don't blank out the HOLO and HOLW codes).

Enter Holiday Benefit and Time Worked:

Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
05/16/11	Monday	7.50			7.50	Holiday			<input type="checkbox"/>

After:

SEIU/Security:

05/16/11	Monday				7.50	HOLO - Holiday Overtime			<input type="checkbox"/>
05/16/11	Monday				7.50	Holiday			<input type="checkbox"/>

CSEA:

05/16/11	Monday				7.50	HOLW - Holiday Worked (csea)			<input type="checkbox"/>
05/16/11	Monday				7.50	HOLO - Holiday Overtime			<input type="checkbox"/>

To Change enter the correct hours worked and SUBMIT:

05/16/11	Monday	6.00			7.50	HOLO - Holiday Overtime			<input type="checkbox"/>
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To Delete enter zeroes for the HOLO and HOLW (if applicable) and SUBMIT:

05/16/11	Monday				0	HOLW - Holiday Worked (csea)			<input type="checkbox"/>
05/16/11	Monday				0	HOLO - Holiday Overtime			<input type="checkbox"/>