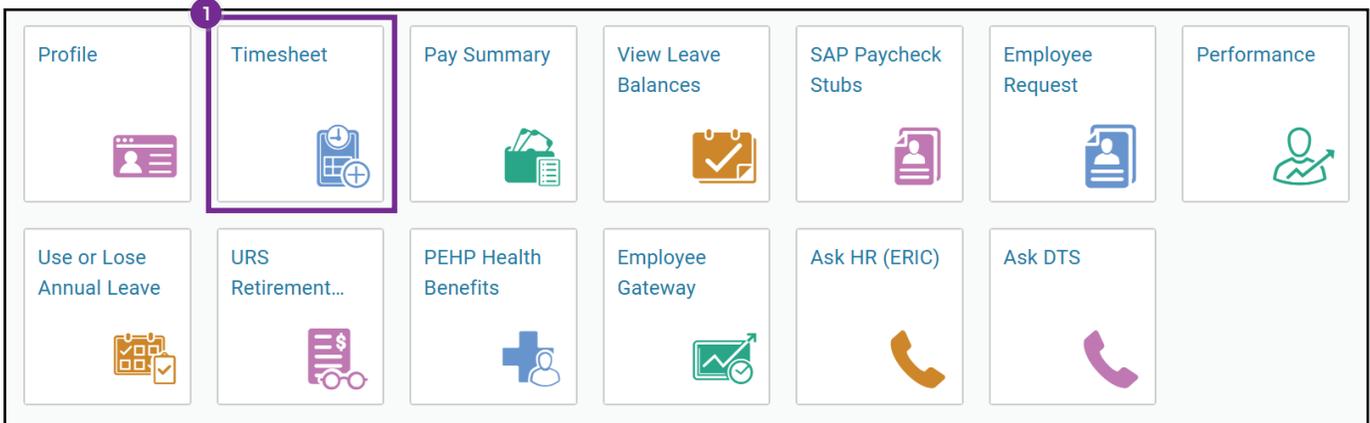


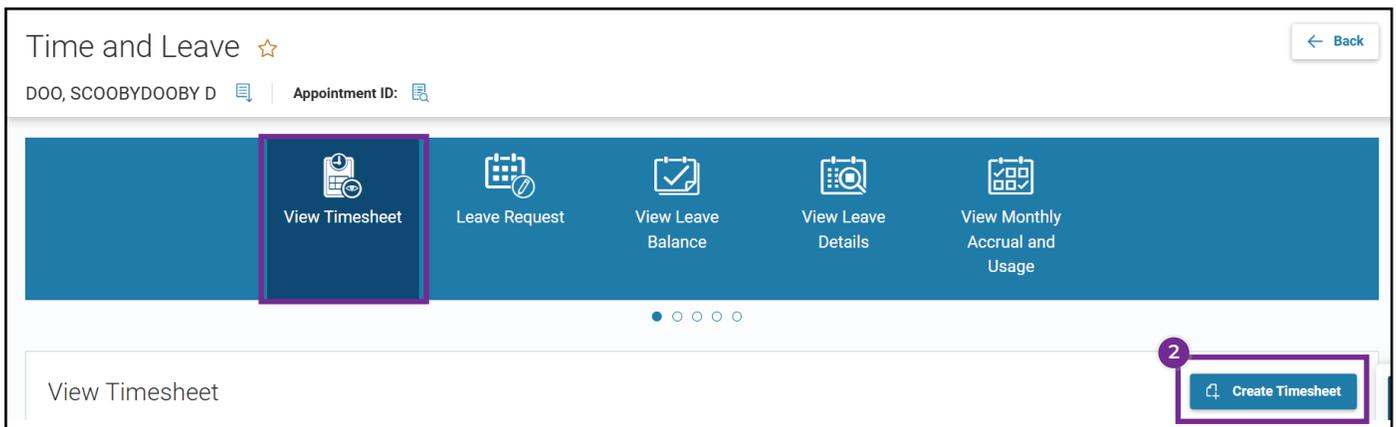
Entering Holiday Hours

Instructions

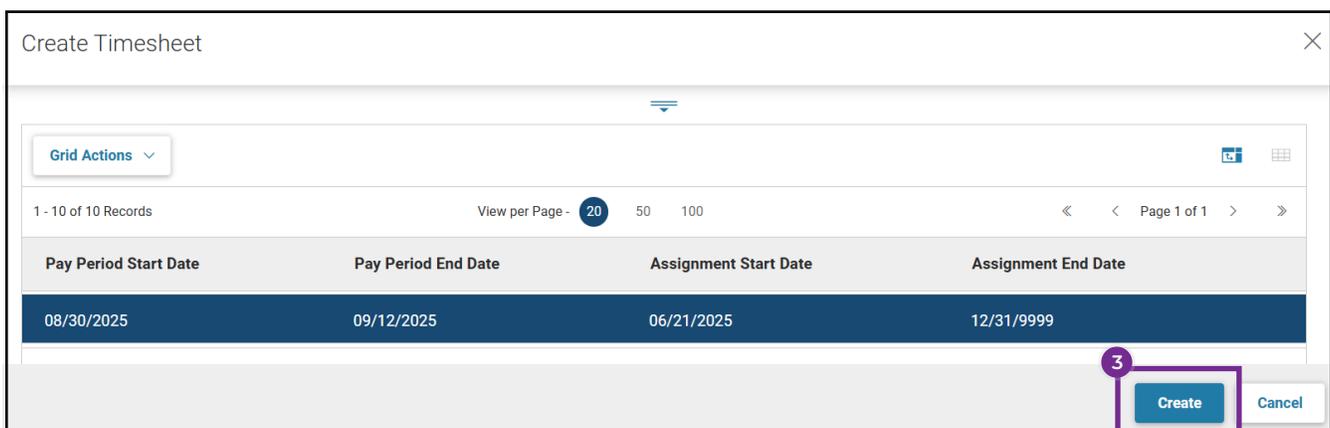
1. Click on the **Timesheet** tile on the Employee Dashboard landing page.



2. To create a new timesheet, click the **Create Timesheet** button.



3. A window will appear showing available time periods. Choose the correct time period for your entry, then click **Create**.



A new Timesheet (**TIMEI**) will populate.

Timesheet (TIMEI) ☆ | Draft | [Menu]

DOO, SC00BYDOOBY D | Appointment ID: - | Transaction ID: 2026021800000069314 | Version: 1

Time Entry (1) | Daily Activity | Summary

Total Hours: 00:00

Pay Period Start Date: 08/30/2025 | Pay Period End Date: 09/12/2025

1 - 1 of 1 Records | View per Page - 20 | 50 | 100

Line	Event	Sat 08/30 Off Day	Sun 08/31 Off Day	Mon 09/01 Holiday	Tue 09/02	Wed 09/03	Thu 09/04	Fri 09/05	Sat 09/06 Off Day	Sun 09/07 Off Day	Mon 09/08	Tue 09/09	Wed 09/10	Thu 09/11	Fri 09/12
1															
Total Hours		00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Scheduled Hours		00:00	00:00	00:00	08:00	08:00	08:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00

- Locate the row for the holiday date. If your agency uses auto-population, the day of the holiday will stay blank. **You do not need to enter any hours to receive holiday pay**, these hours will reflect in your time after payroll runs based on the total hours worked in the pay period. Review the rest of your timesheet to make sure it is correct.
- If you work actual hours on the holiday, enter the hours worked for that day.
- If you have questions on what your agency policy is, please reach out to your agency payroll coordinator for clarification.

****NOTE:** Time will no longer be entered in hundredths. Please enter your time in minutes, rounded to the nearest quarter hour (:00, :15, :30, :45)
For example, enter 1 hour and 27 minutes as 1:30, not 1.27.

4. After entering your holiday hours, click **Save**. Once your timesheet is complete for the pay period, select **Submit** to route it to your manager for approval.

TIPS FOR SUCCESS



- Confirm whether your agency auto-populates holiday hours.
- Be clear and concise in your comments.
- Double-check hours entered for the work week are complete.
- Add comments only if required by your department.
- Submit promptly so approvals are completed before payroll deadlines.