

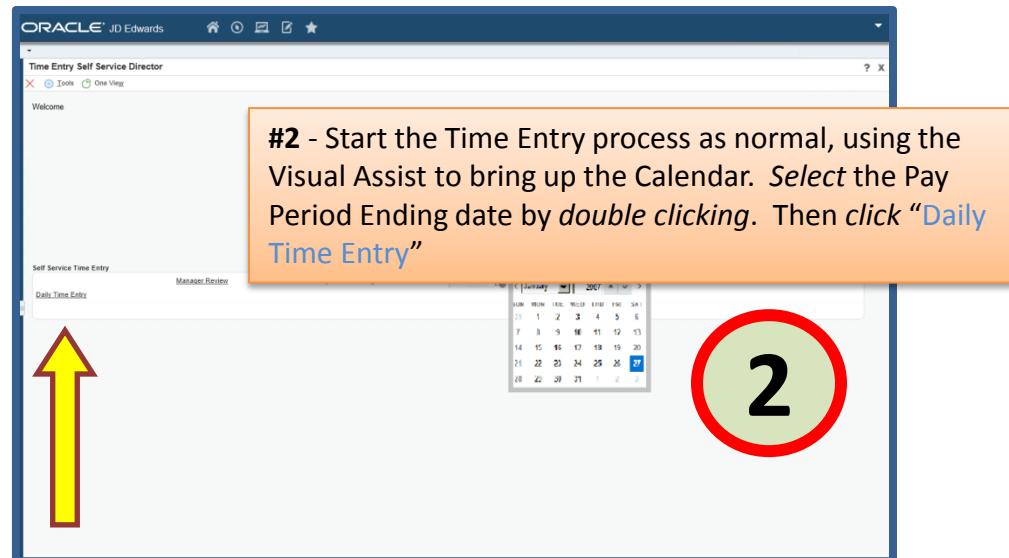
# Holiday & Vacation Time Entry

#1 – Navigate to the [Tutor Perini Employee Page](#) screen, on the “Employee Tasks & Inquiry” tab, *click* in the “Enter / Approve Time Entry.”



You can now enter Holiday and Vacation time *prior to* taking the vacation or holiday. In general, some points to be aware of:

- You can charge Holiday time to a Job.
- Vacation time must have a Job number (NO Cost Code) if Time is Job charged.
- You cannot enter Sick time prior to the day you are sick.
- You cannot enter work time prior to the day worked.



# Holiday & Vacation Time Entry

Employee Daily Time Entry

Troy A. Wilkovic Home Business Unit 1901043

Period Dates Pay Type (Totals Only) Period Hours

Pay Period Start 04/23/2017 Regular Vacation Sick Expected

Pay Period End 04/29/2017 Vacation Holiday Total

Totals Sun Mon Tue Wed Thu Fri Sat

4/23 4/24 4/25 4/26 4/27 4/28 4/29

Regular Hours

All Other Hours

Total Hours

Records 1 - 1

Select	Time Card Status	Pay Type	Pay Type Description	Sun 4/23	Mon 4/24	Tue 4/25	Wed 4/26	Thu 4/27	Fri 4/28	Sat 4/29	Cat 001	Cat 002	Change Reason Code	Change Comments	Last Change Reason Code	Last Change Comments
<input type="checkbox"/>																

#3 - In the **Employee Daily Time Entry** screen, *click* in the “Pay Type” field. Use the Visual Assist to make the next selection.

#4 - From the **Self Service Pay Type** dialog box, *Select* the appropriate type, Holiday or Vacation.

NOTE: you may have to click the “Go to End” icon >| to see all options.

Records 1 - 10 > X

Select the **Green Check** mark.

#5 – Even though the **Day** field is greyed out, *click* into the field and it will open up. Enter the appropriate hours.

#6 -**Save** your Time Card as normal. Submit IF appropriate.

## Special Note:

- You can enter vacation time far in advance of taking the time, **BUT** it is not recommended that you do this action. *IF you decide to change your decision on time off, and you forget to reverse your entry, you could end up losing that vacation time as the system will see that work day as a vacation day and you will be paid the same.* It is recommended that you enter this exception time just before taking it.
- These are general guidelines and each Business Unit could have existing policies that are different than stated above. Check with your Human Resources department Representative on any questions you may have.

Pay Type	Pay Type Description	Sun 4/23	Mon 4/24	Tue 4/25	Wed 4/26	Thu 4/27	Fri 4/28	Sat 4/29
700	Holiday Pay						<input type="checkbox"/>	



Totals Sun Mon Tue Wed Thu Fri Sat

4/23 4/24 4/25 4/26 4/27 4/28 4/29

Regular Hours

All Other Hours

Total Hours

Close Save Delete Submit

Records 1 - 1

Select	Time Card Status	Pay Type	Pay Type Description
<input type="checkbox"/>			

Self Service Pay Type Search ... ? X

Records 1 - 11 Customize Grid

PDBA Code	PDBA Description
<input checked="" type="radio"/>	1 Regular
<input type="radio"/>	3 Unpaid TO
<input type="radio"/>	10 Bill No Pay
<input type="radio"/>	20 Training
<input type="radio"/>	30 Light Duty
<input type="radio"/>	200 Reg Prior Wk
<input type="radio"/>	700 Holiday Pay
<input type="radio"/>	715 Bereavement
<input type="radio"/>	720 Jury Duty
<input type="radio"/>	800 Vacation
<input type="radio"/>	820 Sick Pay