

# Holiday & Vacation Time Entry\*



**NOTE:** Each Business Unit HR Department *may* require a “paper” form to be completed and presented to your Supervisor prior to taking vacation time.

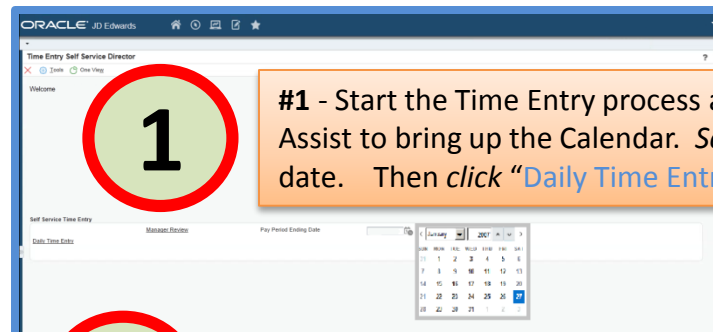
**\* If your Holiday & Vacation Time is paid by the Union, DO NOT enter this time in JDE.**  
**IF your Vacation & Holiday Time is PAID BY the Company -FSE- you MUST enter your Holiday & Vacation time.**

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

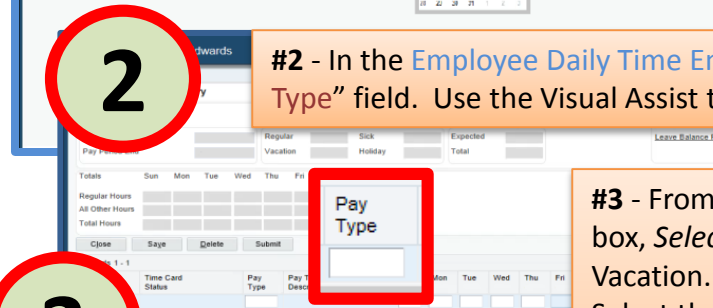
- You can charge Holiday & Vacation time to a Job.
- You cannot enter Sick time prior to the day you are sick.
- You cannot enter work time prior to the day worked.

### Special Note:

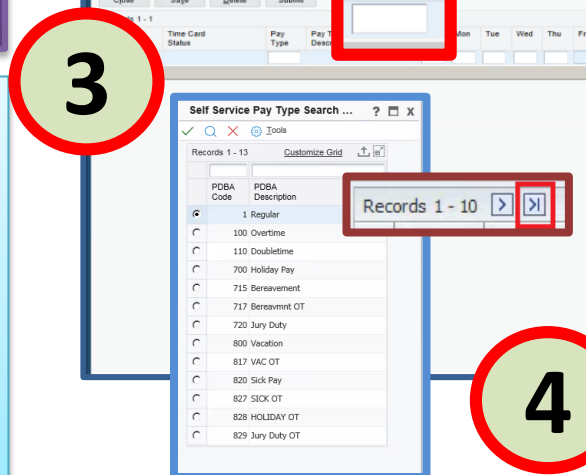
- You can enter vacation time far in advance of taking the time, **BUT** it is not recommended that you do this action. *IF you decide to change your decision on time off, and you forget to reverse your entry, you could end up losing that vacation time as the system will see that work day as a vacation day and you will be paid the same.* It is recommended that you enter this exception time just before taking it.



**#1** - Start the Time Entry process as normal, using the Visual Assist to bring up the Calendar. *Select* the Pay Period Ending date. Then *click* “Daily Time Entry”



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



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

Select the **Green Check** mark.

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

**Save** your Time Card as normal.

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							