


Holiday & Vacation Time Entry

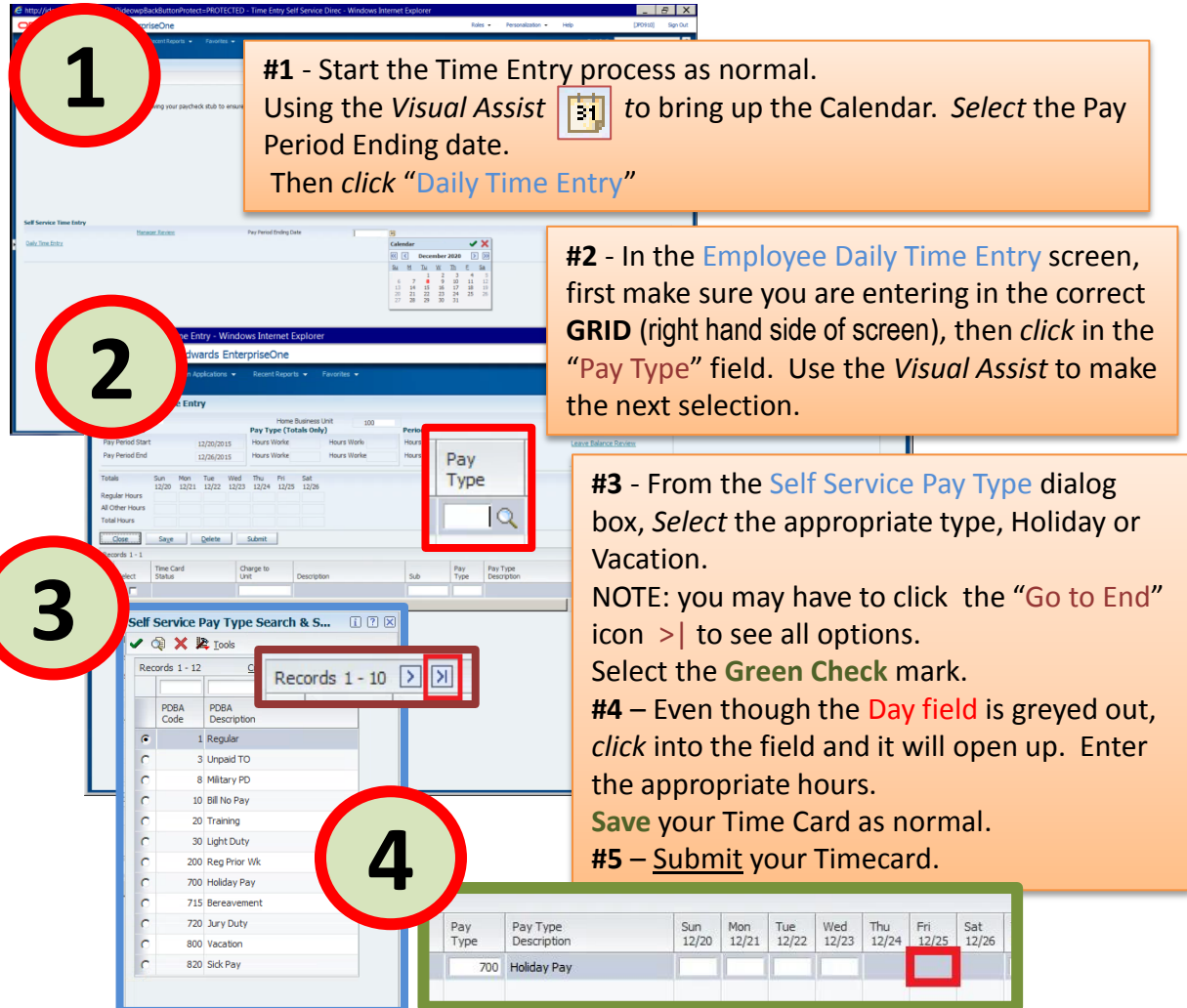
Navigate to the [Time Entry Self Service](#) window via the [Employee Tasks & Inquiry > Enter / Approve Time Entry](#) button. During this process you will use the “*Visual Assist*” which will appear as a  once you click into the cell.


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.
- You cannot charge 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.
- 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.



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, first make sure you are entering in the correct **GRID** (right hand side of screen), then 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. NOTE: you may have to click the “[Go to End](#)” icon  to see all options. 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.

5 - Submit your Timecard.

Pay Type	Pay Type Description	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	Fri 12/25	Sat 12/26
700	Holiday Pay							