



Reporting Holiday Comp Time – Full-Time Employees

There are three options for reporting time on Holidays:

1. You took the holiday off.
2. You worked the entire day.
3. You worked part of a day.

Option 1. You took the holiday off. You do not need to report the holiday. The system automatically puts the holiday in for you. **You do not need to report any time in the system.**

Option 2. You worked the entire day.

If you WORKED the entire day on the holiday, you will report 8 hours of **HCTES** which means *holiday comp time earned straight time*. The system will generate 8 hours of holiday comp time for you to use at a later date **but within 120 days**.

From Sunday 01/18/2015 to Saturday 01/24/2015 ?							Total	Time Reporting Code
Sun 1/18	Mon 1/19	Tue 1/20	Wed 1/21	Thu 1/22	Fri 1/23	Sat 1/24		
	8							HCTES - Hol Comp Time Earned Straig

Option 3: You worked part of the day.

If you worked 2 hours on the holiday, (and took 6 hours off) you would report 2 hours of **HCTES**. This means you have earned two hours of holiday time to be used within 120 days. **You would also add the holiday hours – 8 HOL**

Sun 1/17	Mon 1/18	Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22	Sat 1/23	Total	Time Reporting Code
	2							HCTES - Hol Comp Time Earned Straig
	8							HOL - Holiday