

Holiday Row – Dos and Don'ts

If you are a Category A or B and you receive paid holiday time for Campus Holidays, you will see a pre-populated Holiday Row in your timesheet at the beginning of any pay period that has a Campus Holiday (Gold Day).

Time Sheet: March 16, 2020 - March 31, 2020

Timesheet | Exceptions | Calc. Detail | Calc. Summary | Counters | Summary By Day

Monday, March 16, 2020 - Tuesday, March 31, 2020

Project	Job Code	Time Off	Fri 20	Sat 21	Sun 22	Mon 23	Tue 24	Wed 25	Thu 26	Fri 27	Sat 28	Sun 29	Mon 30	Tue 31	Raw Total
		Holiday												8.00	8.00
Raw Total			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00
Notes															

1 Add Rows

Pre-populated Holiday Row Dos

1. Add all worked hours **in a new row**
2. Populate the Project and Job Code drop down fields with the appropriate project information for **BOTH** lines

Pre-populated Holiday Row Don'ts

- Don't delete the row!
- Don't list all hours worked AND paid holiday in the Holiday Row
- Don't change the Time Off type

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Timesheet | Exceptions | Calc. Detail | Calc. Summary | Counters | Summary By Day

Monday, March 16, 2020 - Tuesday, March 31, 2020

Project	Job Code	Time Off	Mon 16	Tue 17	Wed 18	Thu 19
2. G05504 - EE GO OPERATING FUND	225-Clerical	Holiday				
X G05504 - EE GO OPERATING FUND	225-Clerical		8.00	8.00	8.00	8.00
Raw Total			8.00	8.00	8.00	8.00
Notes						

1 Add Rows