

# Office of General Services Business Services Center



## Completing a LATS Timesheet For Time Worked on a State Holiday

# Welcome

	Fri	Sat	Sun	Mon	Tue	Wed	
9:00 AM	9:00 AM			9:00 AM	9:00 AM	9:00 AM	9
12:00 PM	12:00 PM			12:00 PM	12:00 PM	12:00 PM	13
	12:30 PM			12:30 PM	12:30 PM	12:30 PM	1:
	5:00 PM			5:00 PM	5:00 PM	5:00 PM	
0	0	0	0	0	0	0	
0	0	0	0	0	0	0	
	0	0	0	0	0	0	
0	0	0	0	0	0	0	
	0	0	0	0	0	0	
0	0	0	0	0	0	0	
0	0	0	0	0	0	0	
	0	0	0	0	0	0	
0	0	0	0	0	0	0	
0	0	0	0	0	0	0	
0	0	0	0	0	0	0	
0	0	0	0	0	0	0	
7.50	7.50	0	0	7.50	7.50	7.50	

## **Completing a LATS Timesheet**

For Time Worked on a State Holiday

This guide applies to all full-time employees covered by CSEA, PEF, M/C, DC 37, Council 82, and NYSCOPBA who worked on a state holiday.

Veterans working on Memorial Day or Veterans' Day, or Former Reservists working on Independence Day should contact the BSC Time and Attendance Unit for additional information regarding their Veteran or Former Reservist holiday benefits.

You will be asked some questions in order to be guided to the applicable instructions. Check your "Employee Information" by clicking on your name which is an underlined link at the top of your LATS timesheet if you need help answering some of the questions. Follow the instructions on pages 4 and 5 to find your employee information.

Please follow the flowcharts starting on page 7 (Do I Have a Holiday Waiver) to guide you to the correct set of instructions for filling out your timesheet.

**Click Next to Begin** 

Contact BSC Time & Attendance 1220 Washington Ave. Building 5, Floor 6 Albany, NY 12226-1900

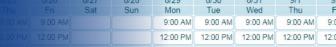
Website http://bsc.ogs.ny.gov

Email BSCHR@ogs.ny.gov Phone 518-457-4272



Next





## **General Information**

### If you are a <u>full-time employee</u> who <u>did not work</u> the holiday:

State holidays are automatically recorded on the timesheet. If a state holiday falls on a normal work day and you did not work that day, no additional entry is necessary.

## If you are a <u>part-time employee</u> who is Time and Attendance Eligible:

You may only observe the state holiday if it falls on a day that you are regularly required to work, or actually do work, up to a maximum of a full day (7.50 or 8.00 hours). State holidays are not automatically recorded on the timesheet.

### To record State holiday time observed on your timesheet:

- Click on the "Select Leave" drop down (above "Balances and Earnings" section).
- Go to the BOLDED Category "NO CHARGE" and click on misc. code "State Holiday".
- Click the Add Leave Category button (to the right).
- On the holiday, enter the number of hours that you are normally scheduled to work on that day.
- Click the Save button.

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## **Alternate Work Schedules**

#### For full-time employees an alternate work schedule would include schedules such as:

- Compressed Work Schedule
- Voluntary Reduction in Work Schedule (VRWS)
- AWS Schedule

#### If you are a full-time employee working an alternate work schedule and you:

#### Did not work the holiday:

If a State Holiday falls on your normal work day and you are not required to work, you observe the holiday for up to 7.5 or 8 hours based on your regular schedule. If your normal schedule for that day is greater than 7.5 or 8 hours, you may need to charge additional leave accruals to satisfy your work schedule. If your normal work schedule for that day is less than 7.5 or 8 hours, you will observe the holiday for the set number of hours you were scheduled to work and receive holiday leave for the difference between your scheduled work hours and 7.5 or 8 hours.

#### **Did work** the holiday:

Holiday compensation (holiday pay or holiday leave) is limited to 7.5 or 8 hours based on your normal work schedule for the holiday. If your normal work day schedule is less than or equal to 7.5 or 8 hours, you may only receive holiday compensation for the hours you worked on the holiday with a maximum of 7.50 or 8 hours. If your normal schedule for that day is greater than 7.5 or 8 hours, the hours you worked beyond 7.5 or 8 hours are considered regular hours worked to meet your regular work schedule requirement. Refer to more detailed instructions for full-time employees in this guide if you worked on a holiday.

## All other employees please follow this guide to find the instructions for how to find your employee information and fill out your timesheet. Click Next.

Contact BSC Time & Attendance

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Next

9:00 AM

9:00 AM

12:00 PM 12:00 PM

9:00 AM

12:00 PM

9:00 AM

12:00 PM

## How do I find my Employee Information?

	WELCOME TO LATS <sup>net</sup> 11.0.0.219 - LEAVE & ACCRUAL TRACKING	G SYSTEM	
	LATS		
Stop 1.	NET		
Step 1:			
Go to your regular LATS login			
page and log into your LATS —		PLEASE LOGIN	
account		Username	
account			
		Password	
		LOGIN Forgot Password?	_
	By logg	ing into the LATS <sup>net</sup> application you agree that you will utilize this ap ind recognize that any mischlevous or malicious activity is expressly	plication only for the purpose
		tion. Such activity includes any unauthorized attempt to access data decompile, or disassemble the Software.	
Stop 2			
Step 2:			
Once logged in, click on	Welcome to LATSnet - Leave & Accrual Trac	aking Sustam LATS NV	
	welcome to LATShet - Leave & Accrual Had	cking System - LATS-NT	
My Timesheet	Autooneenade	Tips	My Timesheet
My Timesheet	Updating LATS-NY Contact Info	Tips NYS BSC Time & Attendance/LA15 Fyou need assistance with your LATS line sheet need a	My Timesheet
My Timesheet	It is important to keep your emergency contact information up- to-date. In the event of a sudden illness or or emergency at work, HR staff will use your "Contact Info" in LATS-NY to notify your	NYS BSC Time & Attendance/LATS If you need assistance with your LATS time sheet, need a password reset, or simply have a question about Time & Attendance, blease contact the Time & Attendance/LATS	
My Timesheet —	It is important to keep your emergency contact information up- to-date. In the event of a sudden illness or emergency at work, HR staff will use your "Contact Info" in LATS-NY to notify your emergency contacts. Please be sure to update this information anytime there is a change to your emergency contact	NYS BSC Time & Attendance/LATS If you need assistance with your LATS time sheet, need a password reset, or simply have a question about Time & Attendance, please contact the Time & Attendance/LATS Services Unit at the NYS Business Services Center.	
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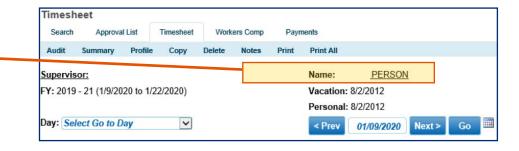
Back

\_\_\_\_ Next

## How do I find my Employee Information?

## Step 3:

Click on your name to bring up the Employee Information window.



#### Step 4: **Employee Information**

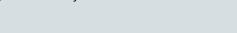


2

Indicates the amount of Holiday Pay/Leave the employee is eligible to receive

Indicates if the employee will receive Overtime pay for time worked.

Indicates the Union the employee is 3 covered by.





Indicates if the employee is eligible to receive Holiday Pay (No) or Holiday Leave (Yes).



A Time and Attendance eligible employee is eligible to receive Holiday Pay or Leave.

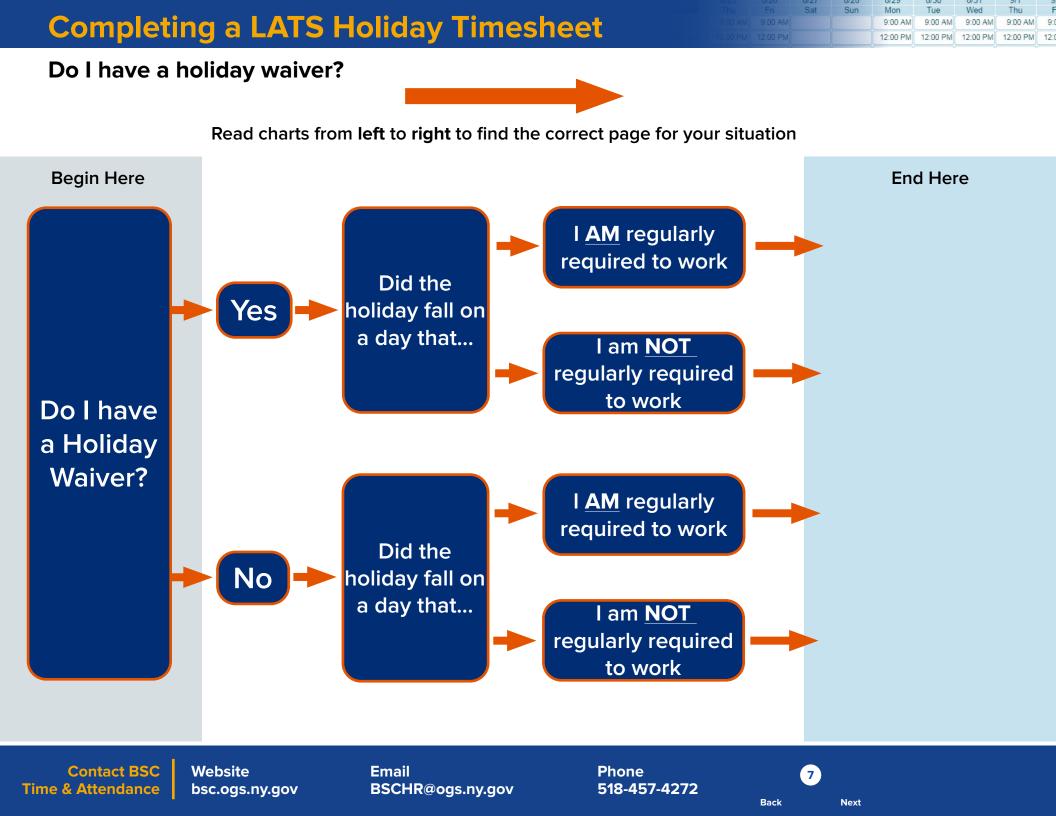
	Emp	ployee Information	
	Pn	ess Escape key to close	
Employee Name:		Vacation Leave Date:	8/2/2012
Employee ID:		IPP Anniversary Dates:	
Employee Email:		VRWS Percent:	0
Personal Leave Date:	8/2/2012	Clock User:	No
Employee Percent:	100	Week 1 Normal Hours:	37.50
Timesheet Validation:	Hrs/day and AWS	Hours Per Day:	7.50
AWS:	No	Comp Over 40:	No
Week 2 Normal Hours:	37.50	Item Number:	1
OT Eligible:	Yes 2	Salary Grade:	18
		Location:	Albany
Title:	Agency User	Division Code:	700-Business Services Center
Negotiating Unit:	M/C 3	Section ID:	300-BSC - Time and Attendanc
Agency Code:	01050-Office of General Services	TDS By Percent:	No
Bureau Code:	100-BSC - Human Resources	BiWeekly Total:	No
TDS required:	No	Eligible To Use Vacation:	Yes
Schedule Rotation:	09:00am through 05:00pm with Jup 4	Allow Vacation Balance Excess:	No
Holiday Waiver:	No	Former Reservist:	No
	Yes	Veteran:	No

**Contact BSC Time & Attendance** 

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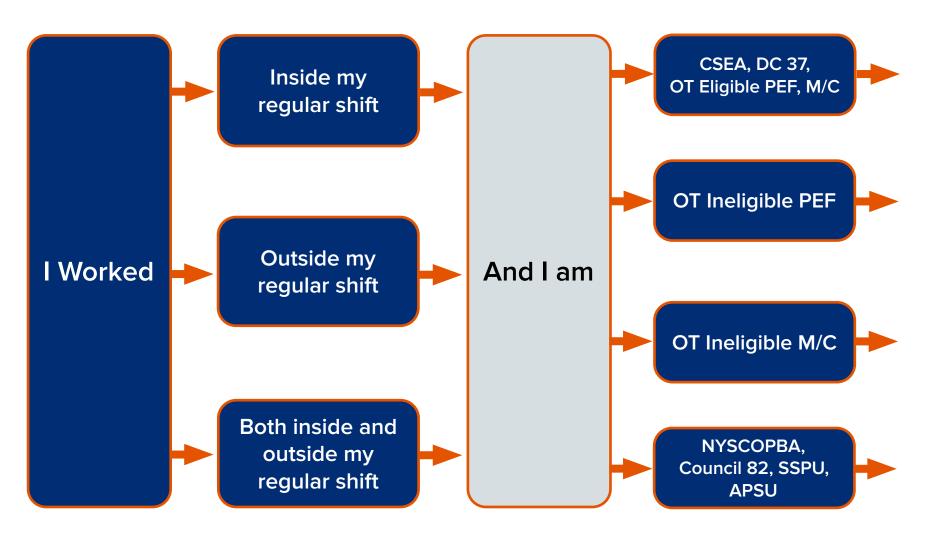
Back



	Sat	Sun	Mon	Tue	Wed	Thu	F
9:00 AM			9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:0
			12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:0

I have a holiday waiver and I...

Worked on a holiday that I am <u>NOT</u> regularly required to work

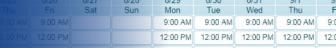


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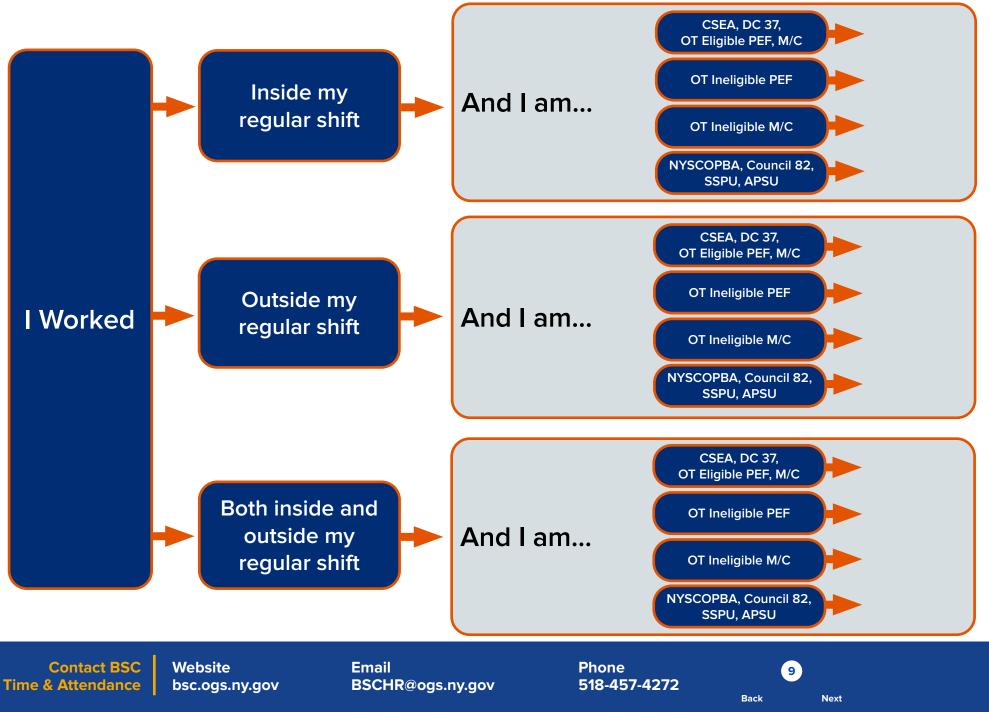


Back



I have a holiday waiver and I...

Worked on a holiday that falls on a day that <u>I AM</u> regularly required to work

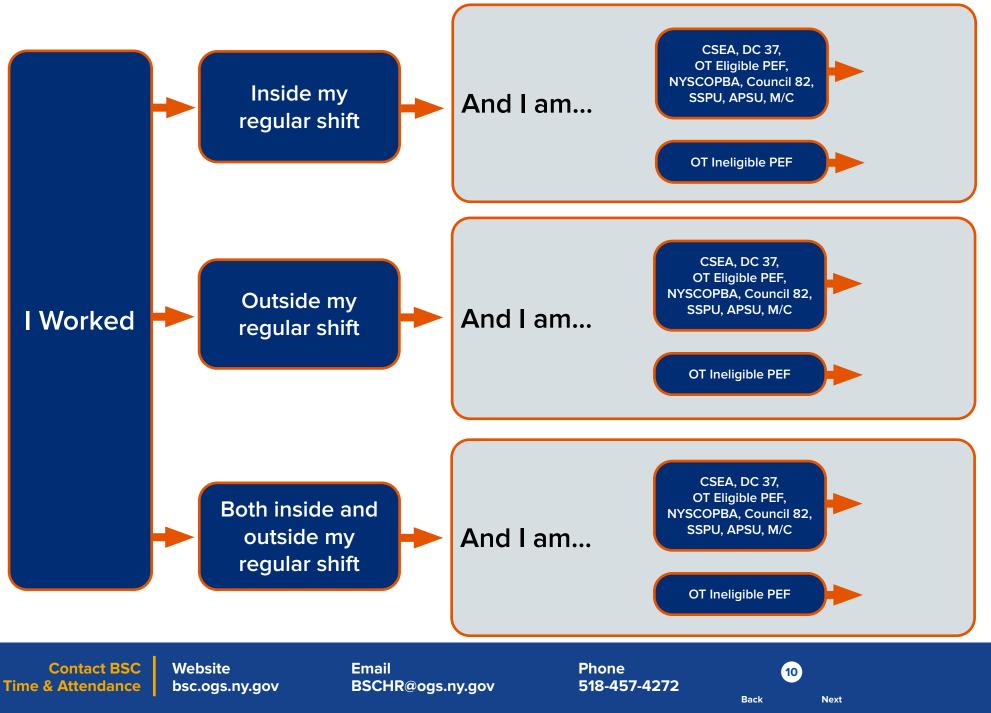


 Fri
 Sat
 Sun
 Mon
 Tue
 Wed
 Thu
 F

 AM
 9:00 AM

I do not have a holiday waiver and I...

Worked on a holiday that falls on a day that I am <u>NOT</u> regularly required to work

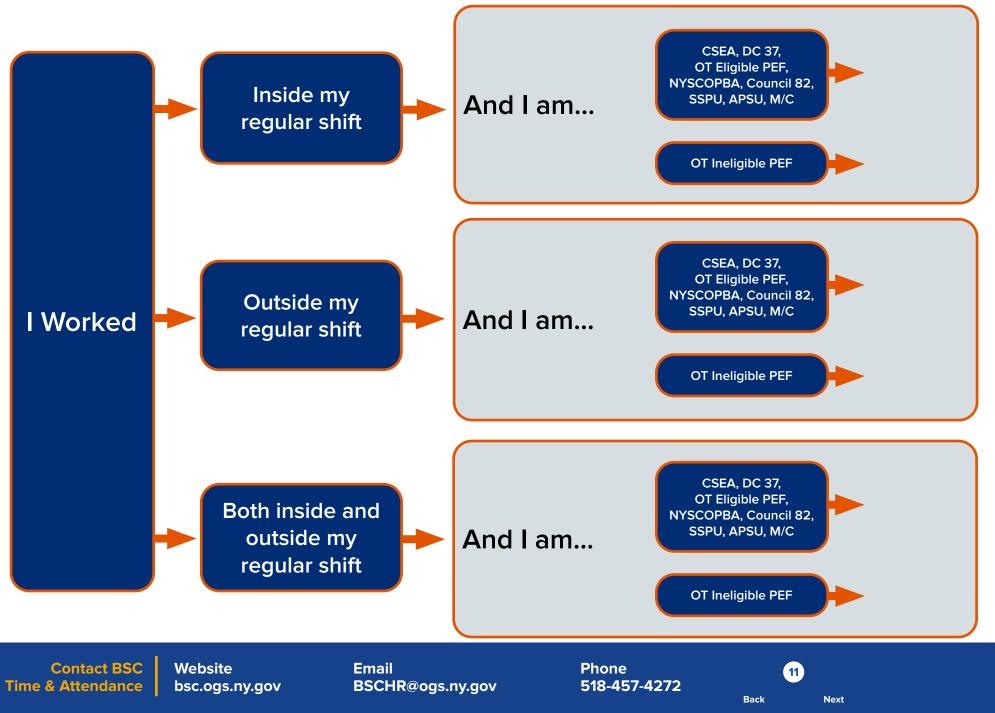


 Fri
 Sat
 Sun
 Mon
 Tue
 Wed
 Thu
 F

 AM
 9:00 AM

I <u>do not</u> have a holiday waiver and I...

Worked on a holiday that falls on a day that I <u>AM</u> regularly required to work



11-11-11-100100000



#### I am... or I have...



a full-time employee

#### a Holiday Waiver

required to work on the holiday that falls on a day that <u>I AM</u> regularly required to work

#### Follow the Instructions Below

Mark the pass day (check mark the AWS row) if the system has not done so automatically.

Go to the State Holiday Row if the system has added the row automatically.

3

1

2

Delete the hours on that day.

4

5

Go to the top of the timesheet and complete the Day  $\mbox{In}/\mbox{ Day Out boxes}.$ 

Because the time worked is on a pass day, you are eligible for OT (for the total of hours worked on that day) in addition to holiday leave. Fill out the earned comp rows (for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).

#### Click Save.

7

6

For full-time employees who are holiday pay waived (opted to earn time for holidays worked), and worked on the holiday for the entire shift, the hours earned are automatically added as earnings under Holiday Leave in the "Balances and Earnings" section of the timesheet.

	9/7 Wed	Tue	9/5 Mon	9/4 Sun	9/3 Sat	9/2 Fri	9/1 Thu	8/31 Wed	8/30 Tue	8/29 Mon	8/28 Sun	8/27 Sat	8/26 Fri	8/25 Thu	Extras
AWS			9												AWS
AM Day	9:00 AM	9:00 AM	9:00 AM		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM			9:00 AM	9:00 AM	Day In
PM Lunch	12:00 PM	12:00 PM	12:00 PM		12:0	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM		Î	12:00 PM	12:00 PM	Lunch Out
PM Lunch	12:30 PM	12:30 PM	12:30 PM		12:3 4	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM			12:30 PM	12:30 PM	Lunch In
PM Day C	5:00 PM	5:00 PM	5:00 PM		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM		Î	5:00 PM	5:00 PM	Day Out
0 Earne NonCo	0	0	2.50	0	5	0	0	0	0	0	0	0	0	0	Earned NonComp
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0 OT M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT Meal
0 Vacat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Vacation
0 Sick-Re	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Regular
0 Sick-Fa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Family
0 Perso	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Tal
0 NonCo	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>2</b> )
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0 VRW	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NRWS
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0 Remo	0	0	0		(3)	0	0	0	0	0	0	0	0	0	
0 Charg	0	7.50 0	0 7.50	0		7.50 0	7.50 0	7.50 0	7.50 0	7.50 0	0	0	7.50 0	7.50 0	Time Worked Charges
	7.50 9/7 Wed	7.50 9/6 Tue	7.50 9/5 Mon	0 9/4 Sun	0 9/3 Sat	7.50 9/2 Fri	7.50 9/1 Thu	7.50 8/31 Wed	7.50 8/30 Tue	7.50 8/29 Mon	0 8/28 Sun	0 8/27 Sat	7.50 8/26 Fri	7.50 8/25 Thu	Total Time

		Balance	es and Ea	rnings			
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	75.00	150.00	0	C	0	0	0
Charges	0	0	0	C	0	0	0
Earnings	3.75	3.75	0	2.50	7.50	-(	7 0
Tentative Balances	78.75	153.75	0	2.50	7.50	0	0

Contact BSC Time & Attendance

Website bsc.ogs.ny.gov Email BSCHR@ogs.ny.gov Phone 518-457-4272

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Back

Holiday - 9/5/2016



#### I am... or I have...



a full-time employee



a Holiday Waiver



required to work on the holiday that falls on a day that I <u>AM</u> regularly required to work

#### Follow the Instructions Below



2

3

4

5

Go to the State Holiday row.

- Delete the hours on that day.
- Go to the top of the timesheet and complete the Day In/ Day out boxes (Overtime Ineligible M/C or DC 37 Employees – Check the Present box).

Click Save.

For full-time employees who have holiday pay waived (opted to earn time for holidays worked), and worked on the holiday for the entire shift, the hours earned are automatically added as Earnings under Holiday Leave in the "Balances and Earnings" section of the timesheet.

	9/7 Wed	9/6 Tue	9/5 Mon	9/4 Sun	9/3 Sat	9/2 Fri	9/1 Thu	8/31 Wed	8/30 Tue	8/29 Mon	8/28 Sun	8/27 Sat	8/26 Fri	8/25 Thu	Extras
Day In	9:00 AM	9:00 AM	9:00 AM	Sun	Udi	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	oun	Oat	9:00 AM	9:00 AM	Day In
Lunch Out	12:00 PM	12:00 PM	12:00 PM		3	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM		- î	12:00 PM	12:00 PM	Lunch Out
Lunch In	12:30 PM	12:30 PM	12:30 PM			12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM		Î	12:30 PM	12:30 PM	Lunch In
Day Out	5:00 PM	5:00 PM	5:00 PM			5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM		i	5:00 PM	5:00 PM	Day Out
Earned NonComp	D	0	0	0	0	0	0	0	0	0	0	0	0	0	Earned NonComp
Overtime	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Overtime
OT Meal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT Meal
Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Vacation
Sick-Regula	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Regular
Sick-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Family
Personal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Pronal
NonComp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>1</b> )P
Holiday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Jay
Floater	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Foater
VRWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	RWS
														day	IOL - State Holi
Remove	0	0	0		(2)	0	0	0	0	0	0	0	0	0	
	7.50	7.50	7.50	0		7.50	7.50	7.50	7.50	7.50	0	0	7.50	7.50	Time Worked
) Charges ) Total Time	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	0	0	7.50	7.50	Charges Total Time
	9/7 Wed	9/6 Tue	9/5 Mon	9/4 Sun	9/3 Sat	9/2 Fri	9/1 Thu	8/31 Wed	8/30 Tue	8/29 Mon	8/28 Sun	8/27 Sat	8/26 Fri	8/25 Thu	

		Balance	es and Ear	mings			
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	75.00	150.00	0	0	0	0	
Charges	0	0	0	0	0	0	
Earnings	3.75	3.75	0	0	7.50	-(	5
Tentative Balances	78.75	153.75	0	0	7.50	0	

Contact BSC Time & Attendance Website bsc.ogs.ny.gov

Email BSCHR@ogs.ny.gov Phone 518-457-4272

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Back



#### I am... or I have...



a full-time employee



a Holiday Waiver

required to work on the holiday that falls on a day that I AM regularly required to work

#### Follow the Instructions Below



4

5

6

Go to the State Holiday row.

Delete the hours on that day.

Go to the top of the timesheet and complete the Day In/ Day out boxes (Overtime Ineligible M/C or DC 37 Employees – Check the Present box).

Click Save.

After documenting the hours worked on the State Holiday on the timesheet, fulltime employees who do not have a Holiday Waiver are eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.

The number of hours worked on the State Holiday have been recorded. Click Edit if date or time changes are needed due to working an overnight shift. Edits to change the number of hours should be made on the front of the timesheet.

If your Day In time is not recorded on the day of the holiday due to an existing agency practice, you will need to manually add a payment. Click below for directions on adding a payment.

How to Manually Add a Payment

**Contact BSC Time & Attendance** 

Website bsc.ogs.ny.gov

Extras	8/25 Thu	8/26 Fri	8/27 Sat	8/2 Su			8/30 Tue	8/31 Wed	9/1 Thu	9/2 Fri	9/3 Sat	9/4 Sun	9/5 Mon	9/6 Tue	9/7 Wed	
Day In	9:00 AM	9:00 A		J		0 AM	9:00 AM					Curr	9:00 AM		9:00 AM	Day In
Lunch Out	12:00 PM	12:00 P	M	- î	12:0	0 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM			12:00 PM	12:00 PM	12:00 PM	Lunch O
Lunch In	12:30 PM	12:30 P	M	-	12:3	0 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM	-(3		12:30 PM	12:30 PM	12:30 PM	Lunch I
Day Out	5:00 PM	5:00 P	M		5:0	0 PM	5:00 PM	5:00 PM	1 5:00 PM	5:00 PM			5:00 PM	5:00 PM	5:00 PM	Day Ou
Earned NonComp	0		0	0	0	0	0		0 0	0	0	0	0	0	0	Earned
Overtime	0		0	0	0	0	0		0 0	0	0	0	0	0	0	Overtim
OT Meal	0		0	0	0	0	0		0 0	0	0	0	0	0	0	OT Mea
Vacation	0		0	0	0	0	0		0 0	0	0	0	0	0	0	Vacation
Sick-Regular	0		0	0	0	0	0		0 0	0	0	0	0	0	0	Sick-Regu
Sick-Family	0		0	0	0	0	0		0 0	0	0	0	0	0	0	Sick-Fam
Ponal	0		0	0	0	0	0	0	0 0	0	0	0	0	0	0	Persona
<b>1</b> )P	0		0	0	0	0	0	0	0 0	0	0	0	0	0	0	NonCom
Jay	0		0	0	0	0	0		0 0	0	0	0	0	0	0	Holiday
Foater	0		0	0	0	0	0		0 0	0	0	0	0	0	0	Floater
RWS	0		0	0	0	0	0		0 0	0	0	0	0	0	0	VRWS
DL - State Holi	day O		0	0	0	0	0		0 0				0	0	0	100 million
ime Worked	7.50	7.		0	0	7.50	7.50				(2)		7.50			Remov Time Worl
Charges	0		0	0	0	0	0		0 0	0	0	Ō	0	0	0	Charges
Total Time	7.50 8/25	7.5 8/26	50 8/27	0 8/2	0	7.50	7.50	7.5 8/31	0 7.50 9/1	7.50 9/2	9/3	0 9/4	7.50	7.50 9/6	7.50	Total Tim
	Thu	Fri	Sat	Su			Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
Timeshed Search Audit	et Approval Summary	List Profile	Timesheet Copy	Work Delete	ers Comp Notes	Pay Submi	it 5						*	Sat	ve Sub	
	Payn Type		gin Date	Begin Time	End Date	End 1	Time An	nount Mea	ls Verified	Comments	Scheduled Holiday	Scheduled OT	Add OT Type E	Clear	6	)
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	Sun	nmary														

BSCHR@ogs.ny.gov

Email

Phone 518-457-4272

Holiday Pa



7.5

Back



#### I am... or I have...





a full-time employee

a Holiday Waiver

required to work on the holiday that falls on a day that **<u>IAM</u>** regularly required to work

overtime eligible (XX

#### Follow the Instructions Below

Mark the pass day (check mark the AWS row) if the system has not already done so.

Go to the State Holiday Row if the system has added the row automatically.

3

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2

1

Delete the hours on that day.

Go to the top of the timesheet and complete the Day In/ Day Out boxes.

#### Click Save.

6

7

After documenting the hours worked on the State Holiday on the timesheet, full-time employees who do not have a Holiday Waiver are eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.

The number of hours worked on the State Holiday have been recorded. Click Edit if date or time changes are needed due to working an overnight shift. Edits to change the number of hours should be made on the front of the timesheet.

If your Day In time is not recorded on the day of the holiday due to an existing agency practice, you will need to manually add a payment. Click below for directions on adding a payment.

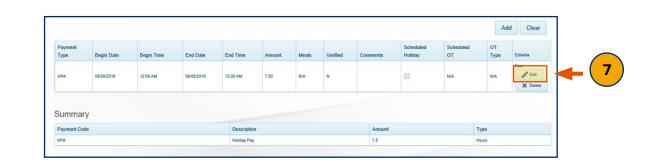
How to Manually Add a Payment

**Contact BSC** Website **Time & Attendance** 

bsc.ogs.ny.gov

| 8/25     | 8/26   | 8/27   
   | 8/28  | 8/29  | 8/30   | 8/31   
   | 9/1   
   | 9/2   | 9/3   
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   | 9:00 AM   | 9:00 AM   
   |   | 9:00 AM   | 9:00 AM   | 9:00 AM  | Day In   
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| 8/25     | 8/26<br>Fri  | 8/27<br>Sat  
   | 8/28<br>Sun   | 8/29<br>Mon   | 8/30<br>Tue  | 8/31<br>Wed  
   | 9/1<br>Thu  
   | 9/2<br>Fri  | 9/3<br>Sat  
   | 9/4<br>Sun  | 9/5<br>Mon  | 9/6<br>Tue  | 9/7<br>Wed   |  
   |
|          | Thu<br>9:00 AM<br>12:00 PM<br>12:30 PM<br>5:00 PM<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0 | Thu         Fri           9.00 AM         9.00 AM           12.00 PM         12.00 PM           12.30 PM         12.30 PM           5.00 PM         5.00 PM           5.00 PM         5.00 PM           0         0           0 <t< td=""><td>Thu         Fri         Sat           9:00 AM         9:00 AM         2:00 PM           12:00 PM         12:00 PM         12:30 PM           12:30 PM         12:30 PM         12:30 PM           5:00 PM         5:00 PM         0           0         0         0</td><td>Fri         Sat         Sun           9:00 AM         9:00 AM         9:01 AM         9:01 AM           12:00 PM         12:00 PM         12:00 PM         12:00 PM           12:30 PM         12:30 PM         12:30 PM         12:30 PM           5:00 PM         5:00 PM         0         0           0         0         0         0      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PM           5:00 PM         5:00 PM         0         0         5:00 PM         5:00 PM           0         0         0         0         0         0         0           0         0         0         0         0         0         0           0         0         0         0         0         0         0           0         0         0         0         0         0         0         0           0<td>Thu         Fri         Sat         Sun         Mon         Tue         Wed           9:00 AM         12:00 PM         10:00 PM</td><td>Thu         Fri         Sat         Sun         Mon         Tue         Wed         Thu           9:00 AM         12:00 PM         10:00 PM         10:00 PM         10:00 PM         10:00 PM         10:00 PM         10:00 PM<td>Thu         Fri         Sat         Sun         Mon         Tue         Wed         Thu         Fri           9:00 AM         9:00 AM</td><td>Thu         Fri         Sat         Sun         Mon         Tue         Wed         Thu      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  12:00 PM         12:30 PM           12:30 PM         12:30 PM         12:30 PM           5:00 PM         5:00 PM         0           0         0         0 | Fri         Sat         Sun           9:00 AM         9:00 AM         9:01 AM         9:01 AM           12:00 PM         12:00 PM         12:00 PM         12:00 PM           12:30 PM         12:30 PM         12:30 PM         12:30 PM           5:00 PM         5:00 PM         0         0           0         0         0         0           0         0         0         0           0         0         0         0           0         0         0         0           0         0         0         0           0         0         0         0         0           0         0         0         0         0           0         0         0         0         0           0         0         0         0         0           0         0         0         0         0           0         0         0         0         0           0         0         0 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Mon         Tue         Wed         Thu         Fri         Sat         Sun         Mon         Tue           9:00 AM         9:00 A</td><td>Thu         Fri         Sat         Sun         Mon         Tue         Wed         Thu         Fri         Sat         Sun         Mon         Tue         Wed           9:00 AM         12:00 PM         12:00 PM</td></td></td> | Thu         Fri         Sat         Sun         Mon         Tue         Wed           9:00 AM         12:00 PM         10:00 PM | Thu         Fri         Sat         Sun         Mon         Tue         Wed         Thu           9:00 AM         12:00 PM         10:00 PM         10:00 PM         10:00 PM         10:00 PM         10:00 PM         10:00 PM <td>Thu         Fri         Sat         Sun         Mon         Tue         Wed         Thu         Fri           9:00 AM         9:00 AM</td> <td>Thu         Fri         Sat         Sun         Mon         Tue         Wed         Thu         Fri         Sat           9:00 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Search	Approva	I List	Timesheet	Work	ers Comp	Payment
Audit	Summary	Profile	Сору	Delete	Notes	Submit



#### Email BSCHR@ogs.ny.gov

#### Phone 518-457-4272



Back



#### I am... or I have...



$\checkmark$	a full-time employee
--------------	----------------------

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a Holiday Waiver

required to work on the holiday that falls on a day that **I AM** regularly required to work

overtime eligible

#### Follow the Instructions Below

Mark the pass day (check mark the AWS row) if the system has not done so automatically.

Go to the State Holiday Row if the system has added the row automatically.

**3** Delete the hours on that day.

Go to the top of the timesheet and complete the Day In/ Day Out boxes. (OT ineligible M/C or DC 37 Employees Check the Present box).

#### Click Save.

For full-time employees who have holiday pay waived (opted to earn time for holidays worked), and worked on the holiday for the entire shift, the hours earned are automatically added as earnings under Holiday Leave in the "Balances and Earnings" section of the timesheet.

	9/7	310	9/5	9/4	9/3	9/2	9/1	8/31	8/30	8/29	8/28	8/27	8/26	8/25	Extras
	Wed	Tue	Mon	Sun	Sat	Fri	Thu	Wed	Tue	Mon	Sun	Sat	Fri	Thu	
AWS												2			AWS
/ Day In	9:00 AM	9:00 AM	9:00 AM		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM			9:00 AM	9:00 AM	Day In
Lunch Ou	12:00 PM	12:00 PM	12:00 PM		<sup>12</sup> 4	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM			12:00 PM	12:00 PM	Lunch Out
Lunch In	12:30 PM	12:30 PM	12:30 PM		12.	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM			12:30 PM	12:30 PM	Lunch In
Day Out	5:00 PM	5:00 PM	5:00 PM		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM			5:00 PM	5:00 PM	Day Out
Earned NonCom	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Earned NonComp
Overtime	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Overtime
OT Mea	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT Meal
0 Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Vacation
Sick-Regu	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Regular
0 Sick-Fam	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Family
D Persona	0	0	0	0	0	0	0	0	0	0	0	0	0	0	nal
NonCom	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>2</b>
D Holiday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	day
D Floater	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Foater
VRWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	RWS
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	0	0	7.50	0	0	0	0	0	0	0	0	0	0	0	Charges
0 Total Tim	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	0	0	7.50	7.50	Total Time
	9/7 Wed	9/6 Tue	9/5 Mon	9/4 Sun	9/3 Sat	9/2 Fri	9/1 Thu	8/31 Wed	8/30 Tue	8/29 Mon	8/28 Sun	8/27 Sat	8/26 Fri	8/25 Thu	

		Balance	es and Ea	rnings			
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	75.00	150.00	0	0	0	0	0
Charges	0	0	0	0	0	0	0
Earnings	3.75	3.75	0	0	7.50	-(	6 0
Tentative Balances	78.75	153.75	0	0	7.50	0	0

#### Contact BSC Time & Attendance

Website bsc.ogs.ny.gov Email BSCHR@ogs.ny.gov Phone 518-457-4272



Back



#### I am... or I have...



a full-time employee



a Holiday Waiver



required to work on the holiday that falls on a day that I <u>AM</u> regularly required to work

#### Follow the Instructions Below

Mark the pass day (check mark the AWS row) if the system has not already done so.

Go to the State Holiday Row if the system has added the row automatically.



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Delete the hours on that day.

Go to the top of the timesheet and complete the Day In/ Day Out boxes.

Because the time worked is on a pass day, the employee is eligible for OT (for the total of hours worked on that day) in addition to holiday pay. Fill out the earned comp rows (follow normal guidelines for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).

Click Save.

After documenting the hours worked on the State Holiday on the timesheet, full-time employees who do not have a Holiday Waiver are eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.

The number of hours worked on the State Holiday have been recorded. Click Edit if date or time changes are needed due to working an overnight shift. Edits to change the number of hours should be made on the front of the timesheet.

If your Day In time is not recorded on the day of the holiday due to an existing agency practice, you will need to manually add a payment. Click below for directions on adding a payment.

How to Manually Add a Payment

#### Contact BSC Time & Attendance

Website bsc.ogs.ny.gov

		STREET STREET	
day	-	9/5/2016	

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Extras	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	5	9/7	
AWS	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	AW
Day In	9:00 AM	9:00 AM	<b></b>		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM		9:00 AM	9:00 AM	9:00 AM	Day
Lunch Out	12:00 PM	12:00 PM			12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	9.00 AN		12:00 PM	12:00 PM		Lunch
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Lunch In	12:30 PM	12:30 PM			12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12		12:30 PM	12:30 PM		Lunci
Day Out	5:00 PM	5:00 PM			5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM		5:00 PM	5:00 PM	5:00 PM	Day
Earned NonComp	0	0	0	0	0	0	0	0	0		0	2.50	0	0	Earn NonC
Overtime	0	0	0	0	0	0	0	0	0	- 5		5.00	0	0	Overt
OT Meal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT M
Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Vacat
Sick-Regular	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Re
Sick-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Fa
Pronal	0	0	0	0	0	0	0	0	0		0		0	0	Perso
<b>2</b> ) 10	0	0	0	0	0	0	0	0	0		0		0	0	NonCo
Lay	0	0	0	0	0	0	0	0	0		0		0	0	Holic
Floater	0	0	0	0	0	0	0	0	0		0		0	0	Floa
RWS	0 liday	0	0	0	0	0	0	0	0	0	0	0	0	0	VRV
OL - State Hu	liday D	0	0	0	0	0	0	0	0	3		0	0	0	Rem
Time Worked	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50		0		7.50		Time W
Charges	0	0	0	0	0	0	0	0	0	0	0	7.50	0	0	Char
Total Time	7.50	7.50	0 8/27	0 8/28	7.50 8/29	7.50 8/30	7.50	7.50 9/1	7.50 9/2	0 9/3	0 9/4	7.50 9/5	7.50 9/6	7.50 9/7	Total
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
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#### Email BSCHR@ogs.ny.gov

Payment Cod

#### Phone 518-457-4272

Descriptio

Holiday Pay



Next

7.5

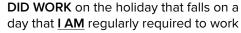
#### I am... or I have...

#### Holiday - 9/5/2016



a full-time employee







overtime eligible

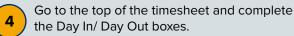
#### Follow the Instructions Below

- If the system has not already done so, select the Leave Category "HOL - State Holiday" from the drop down menu.
- 2 Clic

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- Click Add Leave Category.
- Add the number of hours of your regular schedule to the State Holiday row (either 7.5 or 8).



Because the time worked is outside of the normal shift (9:00am to 5:00pm), the employee is eligible for OT for the total of hours worked on that day. Fill out the earned comp rows (follow normal guidelines for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).

6 Click Save.

Extras	8/25 Thu	8/26 Fri	8/27 Sat	8/28 Sun	8/29 Mon	8/30 Tue	8/31 Wed	9/1 Thu	9/2 Fri	9/3 Sat	9/4 Sun	9/5 Mon	9/6 Tue	9/7 Wed	
AWS															AWS
Day In	9:00 AM	9:00 AM			9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM			5:00 PM	9:00 AM	9:00 AM	Day In
Lunch Out	12:00 PM	12:00 PM			12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM				12:00 PM	12:00 PM	Lunch Out
Lunch In	12:30 PM	12:30 PM			12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM	4			12:30 PM	12:30 PM	Lunch In
Day Out	5:00 PM	5:00 PM			5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM			8:30 PM	5:00 PM	5:00 PM	Day Out
Earned NonComp	0	0	0	0	0	0	0	0	0		d	2.50	0	0	Earned NonComp
Overtime	0	0	0	0	0	0	0	0	0	(5		1.00	0	0	Overtime
OT Meal	0	0	0	0	0	0	0	0	0		d	0	0	0	OT Meal
Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Vacation
Sick-Regular	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Regular
Sick-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Family
Personal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Personal
NonComp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NonComp
Holiday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Holiday
Floater	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Floater
VRWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	VRWS
HOL - State Hol	iday														_
	0	0	0	0	0	0	0	0	0	(3		7.50	0	0	Remove
Time Worked	7.50	7.50	0	0	7,50	7.50	7.50	7.50	7.50		0	7.50	7.50	7.50	Time Worked
Charges Total Time	0 7.50	0 7,50	0	0	0 7.50	7.50	0 7.50	0 7.50	0 7.50	0	9	7.50	0 7.50	0 7.50	Charges Total Time
iotai nine	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	iotar nine
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	



Contact BSC Time & Attendance

Website bsc.ogs.ny.gov Email BSCHR@ogs.ny.gov Phone 518-457-4272



Back

Time Worked

Charges

7.50

Summary

Payment Code

HPA

0

7.50

0



9/6

Tue

9:00 AM

12:00 PM

12:30 PM

5:00 PM

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VRWS

Remove

Time Worked

Charges

0 Sick-Regular

0 Sick-Family

#### I am... or I have...



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a full-time employee

a Holidav Waiver

DID NOT WORK for a portion of the day on the holiday that falls on a day that **I AM** regularly required to work

overtime eligible

#### Follow the Instructions Below

- If the system has not already done so, select the Leave Category "HOL - State Holiday" from the drop down menu.
- Click Add Leave Category.

Add the number of hours within your regular schedule that you did not work to the State Holiday row.

Go to the top of the timesheet and complete the Day In/ Day Out boxes.

Because the time worked is both inside and outside the normal shift (9:00am to 5:00pm), the employee is eligible for OT for those hours **outside** of the shift day. Fill out the earned comp rows (follow normal guidelines for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).

#### Click Save.



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After documenting the hours worked on the State Holiday on the timesheet, full-time employees who do not have a Holiday Waiver are eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.

The number of hours worked on the State Holiday have been recorded. Click Edit if date or time changes are needed due to working an overnight shift. Edits to change the number of hours should be made on the front of the timesheet.

If your Day In time is not recorded on the day of the holiday due to an existing agency practice, you will need to manually add a payment.

Click below for directions on adding a payment.

How to Manually Add a Payment

**Contact BSC** Website **Time & Attendance** 

Email BSCHR@ogs.ny.gov bsc.ogs.ny.gov

loliday - 9/5/20	016											
Extras	8/25 Thu	8/26 Fri	8/27 Sat	8/28 Sun	8/29 Mon	8/30 Tue	8/31 Wed	9/1 Thu	9/2 Fri	9/3 Sat	9/4 Sun	9/5 Mon
AWS												
Day In	9:00 AM	9:00 AM			9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM			2:30 PM
Lunch Out	12:00 PM	12:00 PM			12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	(4		
Lunch In	12:30 PM	12:30 PM			12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM			
Day Out	5:00 PM	5:00 PM			5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM			8:30 PM
Earned NonComp	0	0	0	0	0	0	0	0	0		0	2.50
Overtime	0	0	0	0	0	0	0	0	0	( 5	0	1.00
OT Meal	0	0	0	0	. 0	0	0	0	0	0	0	0
Vacation	0	0	0	0	0	0	0	0	0	0	0	0
Sick-Regular	0	0	0	0	0	0	0	0	0	0	0	0
Sick-Family	0	0	0	0	0	0	0	0	0	0	0	0
Personal	0	0	0	0	0	0	0	0	0	0	0	0
NonComp	0	0	0	0	0	0	0	0	0	0	0	0
Holiday	0	0	0	0	0	0	0	0	0	0	0	0
Floater	0	0	0	0	0	0	0	0	0	0	0	0
VRWS	0	0	0	0	0	0	0	0	0	0	0	0
HOL - State Hol												
	0	0	0	0	0	0	0	0	0	(3)		5.00

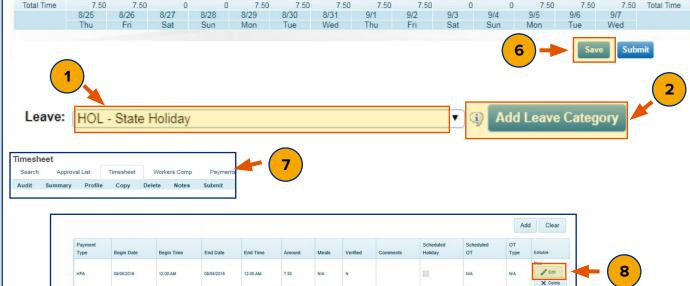
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#### Phone 518-457-4272

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Holiday Pay



Туре

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Back

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Holiday - 9/5/2016



#### I am... or I have...



a full-time employee

a Holiday Waiver



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DID NOT WORK for a portion of the day on the holiday that falls on a day that  $\underline{I \ AM}$  regularly required to work

overtime eligible

#### Follow the Instructions Below

- If the system has not already done so, select the Leave Category "HOL - State Holiday" from the drop down menu.
  - Click Add Leave Category.
- Add the number of hours of your regular schedule to the State Holiday row.
- Go to the top of the timesheet and complete the Day In/ Day Out boxes.

Because the time worked is inside and outside of the normal shift (9:00am to 5:00pm), the employee is eligible for OT for the hours <u>outside</u> their normal shift. Fill out the earned comp rows (follow normal guidelines for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).

#### Click Save.

For full-time employees who have holiday pay waived (opted to earn time for holidays worked), and worked on the holiday for a portion of their regular schedule, will automatically receive accruals for the portion of time worked inside their shift under Holiday Leave in the "Balances and Earnings" section of the timesheet for.

Extras	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
AWS															AWS
Day In	9:00 AM	9:00 AM			9:00 AM			2:30 PM	9:00 AM	9:00 AM	Day In				
Lunch Out	12:00 PM	12:00 PM			12:00 PM	4			12:00 PM	12:00 PM	Lunch Out				
Lunch In	12:30 PM	12:30 PM			12:30 PM				12:30 PM	12:30 PM	Lunch In				
Day Out	5:00 PM	5:00 PM			5:00 PM			8:30 PM	5:00 PM	5:00 PM	Day Out				
Earned NonComp	0	0	0	0	0	0	0	0	0		0	2.50	0	0	Earned NonComp
Overtime	0	0	0	0	0	0	0	0	0	(5)	0	1.00	0	0	Overtime
OT Meal	0	0	0	0	0	0	0	0	0		0	0	0	0	OT Meal
Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Vacation
Sick-Regular	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Regular
Sick-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Family
Personal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Personal
NonComp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NonComp
Holiday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Holiday
Floater	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Floater
VRWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	VRWS
HOL - State Hol	iday														
	0	0	0	0	0	0	0	0	0	(3)		5.00	0	0	Remove
Time Worked	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50		0	7.50	7.50	7.50	Time Worked
Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Charges
Total Time	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	0	0	7.50	7.50	7.50	Total Time
	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	



		Balance	es and Ea	rnings			
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	75.00	150.00	C	(	0 0	0	(
Charges	0	0	C	(	00	0	
Earnings	3.75	3.75	C	2.50	2.50	-	(7)
Tentative Balances	78.75	153.75	C	2.50	2.50	0	

#### Contact BSC Time & Attendance

Website bsc.ogs.ny.gov

Email BSCHR@ogs.ny.gov Phone 518-457-4272



Back

Holiday - 9/5/2016



#### I am... or I have...



PEF employee

🔏 a Holiday Waiver

required to work for a **portion** of my shift on a holiday that falls on a day that <u>**I AM**</u> regularly required to work

overtime eligible

#### Follow the Instructions Below



2

3

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Go to the State Holiday row.

Add the number of hours you observed the holiday for (did not work) to the State Holiday row.

Go to the top of the timesheet and complete the Day In/ Day out boxes. (M/C Employees SG-23 and above – Check the Present box).

#### Click Save.

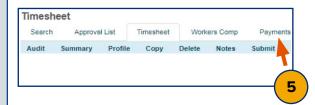
After documenting the hours worked on the State Holiday on the timesheet, full-time employees who do not have a Holiday Waiver are eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.

The number of hours worked on the State Holiday have been recorded. Click Edit if date or time changes are needed due to working an overnight shift. Edits to change the number of hours should be made on the front of the timesheet.

If your Day In time is not recorded on the day of the holiday due to an existing agency practice, you will need to manually add a payment. Click below for directions on adding a payment.

How to Manually Add a Payment

Extras	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	
and the second second	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
AWS															AWS
Day In	9:00 AM	9:00 AM			9:00 AM			2:30 PM	9:00 AM	9:00 AM	Day In				
Lunch Out	12:00 PM	12:00 PM			12:00 PM	3			12:00 PM	12:00 PM	Lunch Out				
Lunch In	12:30 PM	12:30 PM			12:30 PM				12:30 PM	12:30 PM	Lunch In				
Day Out	5:00 PM	5:00 PM			5:00 PM			8:30 PM	5:00 PM	5:00 PM	Day Out				
Earned NonComp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Earned NonComp
Overtime	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Overtime
OT Meal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT Meal
Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Vacation
Sick-Regular	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Regular
Sick-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Family
Onal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Personal
1 np	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NonComp
Honday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Holiday
loater	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Floater
RWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	VRWS
HOL - State Hol	iday														
	0	0	0	0	0	0	0	0	0	(2)		5.00	0	0	Remove
Time Worked	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50		0	6.00	7.50	7.50	Time Worked
Charges	0	0	0	0	0	0	0	0	0	0	0	5.00	0	0	Charges
Total Time	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	0	0	11.00	7.50	7.50	Total Time
	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
														C. I	





#### Contact BSC Time & Attendance

Website bsc.ogs.ny.gov

#### Email BSCHR@ogs.ny.gov

Phone 518-457-4272



Back



#### I am... or I have...



required to work outside of my shift

a Holiday Waiver



required to work on a holiday that falls on a day that I AM regularly required to work

overtime eligible

#### **Follow the Instructions Below**

1

2

6

- Mark the pass day (check mark the AWS row) if the system has not already done so.
- Go to the State Holiday Row if the system has added the row automatically.
- Delete the hours on that day. 3
- Go to the top of the timesheet and complete 4 the Day In/ Day Out boxes.
- Because the time worked is on a pass day, the 5 employee is eligible for OT for the total of hours worked on that day. Fill out the earned comp rows (follow normal guidelines for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).

#### Click Save.

The BSC will manually credit the Balance and Earnings section of the timesheet under the Holiday accruals column based on your standard work day hours (7.5/8.0).

Holiday - 9/5/20	)16														
Extras	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5		9/7	
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
AWS															AWS
Day In	9:00 AM	9:00 AM			9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM		5:00 PM	9:00 AM	9:00 AM	Day In
Lunch Out	12:00 PM	12:00 PM			12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	<sup>12</sup> 4			12:00 PM	12:00 PM	Lunch Out
Lunch In	12:30 PM	12:30 PM			12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12			12:30 PM	12:30 PM	Lunch In
Day Out	5:00 PM	5:00 PM			5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM		8:30 PM	5:00 PM	5:00 PM	Day Out
Earned NonComp	0	0	0	0	0	0	0	0	0	5	0	2.50	0	0	Earned NonComp
Overtime	0	0	0	0	0	0	0	0	0	( )	0	1.00	0	0	Overtime
OT Meal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT Meal
Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Vacation
Sick-Regular	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Regular
Sick-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Family
Pronal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Personal
<b>2</b>	0	0	D	0	0	0	0	0	0	0	0	0	0	0	NonComp
Jay	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Holiday
Foater	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Floater
RWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	VRWS
HOL - State Holi	day														
	0	0	0	0	0	0	0	0	0	(3)		0	0	0	Remove
Time Worked	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50		0	3.50	7.50	7.50	Time Worked
Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Charges
Total Time	7.50	7.50	0/27	0	7.50	7.50	7.50	7.50	7.50	7.50	0//	0.00	7.50	7.50	Total Time
	8/25 Thu	8/26 Fri	8/27 Sat	8/28 Sun	8/29 Mon	8/30 Tue	8/31 Wed	9/1 Thu	9/2 Fri	9/3 Sat	9/4 Sun	9/5 Mon	9/6 Tue	9/7 Wed	

Phone 518-457-4272



**Contact BSC Time & Attendance** 

Website bsc.ogs.ny.gov Email BSCHR@ogs.ny.gov

Next





required to work both inside and outside of my shift

a Holiday Waiver

required to work on a holiday that falls on a day that I AM regularly required to work

#### Follow the Instructions Below

1 Mark the pass day (check mark the AWS row) if the system has not already done so Go to the State Holiday Row if the system 2 has added the row automatically. 3

4

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8

Delete the hours on that day.

Go to the top of the timesheet and complete the Day In/ Day Out boxes.

Because the time worked is on a pass day, the employee is eligible for OT for the total of hours worked on that day. Fill out the earned comp rows (follow normal guidelines for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).

#### Click Save.

After documenting the hours worked on the State Holiday on the timesheet, full-time employees who do not have a Holiday Waiver are eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.

The number of hours worked on the State Holiday have been recorded. Click Edit if date or time changes are needed due to working an overnight shift. Edits to change the number of hours should be made on the front of the timesheet.

The BSC will manually credit the Balance and Earnings section of the timesheet under the Holiday accruals column based on the portion of the holiday you observed (did not work).

If your Day In time is not recorded on the day of the holiday due to an existing agency practice, you will need to manually add a payment.

Click below for directions on adding a payment.

How to Manually Add a Payment

#### **Contact BSC Time & Attendance**

Website bsc.ogs.ny.gov

day	-	9/	5	120	)1	6	
		-	_			~	

Holi

AWS Day In 9 Lunch Out 12 Lunch In 12	2:30 PM	8/26 Fri 9:00 AM	8/27 Sat	8/28 Sun	8/29 Mon	8/30 Tue	8/31 Wed	9/1	9/2	9/3	9/4	9/5		9/7 Wed	
AWS 9 Day In 9 Lunch Out 12 Lunch In 12 Day Out 5	9:00 AM 2:00 PM 2:30 PM	9:00 AM	107207007			100		Thu	Fri	Sat	Sun	Mon	Tue	vved	
Day In 9 Lunch Out 12 Lunch In 12 Day Out 5	9:00 AM 2:00 PM 2:30 PM	9:00 AM		and the second s								WIOI P		Weu	AWS
Lunch Out 12 Lunch In 12 Day Out 5	2:30 PM	12:00 PM			9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM		2:30 PM	9:00 AM	9:00 AM	Day In
Day Out 5	Accession of the second second		Î	( <b>1</b> )	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12			12:00 PM	12:00 PM	Lunch Out
	-0-	12:30 PM	Ť	Ŷ	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM				12:30 PM	12:30 PM	Lunch In
	5:00 PM	5:00 PM	Ť	Ŷ	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM		8:30 PM	5:00 PM	5:00 PM	Day Out
NonComp	0	0	0	0	0	0	0	0	0		0	2.50	0	0	Forned
Overtime	0	0	0	0	0	0	0	0	0	( 5	0	3.50	0	. 0	and the second s
OT Meal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT Meal
Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Vacation
Sick-Regular	O	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Regul
Sick-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Fami
onal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Personal
<b>2</b> np	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NonComp
nday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Holiday
loater	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Floater
RWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	VRWS
IOL - State Holiday	1														
	0	0	0	0	0	0	0	0	0	(3)		0	0	0	Remove
Time Worked	7.50	7.50	0								0				
Charges	0	0	0								0				
Total Time	7.50	7.50	0								0				Total Tim
	8/25 Thu	8/26 Fri	8/27 Sat	8/28 Sun	8/29 Mon	8/30 Tue	8/31 Wed	9/1 Thu	9/2 Fri	9/3 Sat	9/4 Sun	9/5 Mon	9/6 Tue	9/7 Wed	

#### Timesheet Search Approval List Workers Com Payment Audit 7



#### Email BSCHR@ogs.ny.gov

#### Phone 518-457-4272





Holiday - 9/5/2016



#### I am... or I have...



a full-time employee



a Holiday Waiver

required to work on the holiday

that falls on a day that **I AM** regularly required to work

#### Follow the Instructions Below

Mark the pass day (check mark the AWS row) if the system has not done so automatically.

Go to the State Holiday Row if the system has added the row automatically.

3

5

1

2

Delete the hours on that day.

Go to the top of the timesheet and complete 4 the Day In/ Day Out boxes.

Since the time worked is on a pass day, you are eligible for OT (for the total of hours worked on that day) in addition to vacation leave. Fill out the earned comp rows (for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).

#### Click Save.

7

6

For full-time employees who are holiday pay waived (opted to earn time for holidays worked), and worked on the holiday for the entire shift, the hours earned are automatically added as earnings under Vacation Leave in the "Balances and Earnings" section of the timesheet.

Extras	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5		9/7	
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	1110
AWS			<b>V</b>								1	1			AWS
Day In	9:00 AM	9:00 AM			9:00 AM	9:00 ***		9:00 AM	9:00 AM	9:00 AM	Day In				
Lunch Out	12:00 PM	12:00 PM			12:00 PM	12 4		12:00 PM	12:00 PM	12:00 PM	Lunch Out				
Lunch In	12:30 PM	12:30 PM	) (		12:30 PM	12:30		12:30 PM	12:30 PM	12:30 PM	Lunch In				
Day Out	5:00 PM	5:00 PM			5:00 PM	5:00 PM		5:00 PM	5:00 PM	5:00 PM	Day Out				
Earned NonComp	0	0	0	0	0	0	0	0	0	5	0	2.50	0	0	Earned NonComp
Overtime	0	0	0	0	0	0	0	0	0		0	5.00	0	0	Overtime
OT Meal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT Meal
Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Vacation
Sick-Regular	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Regular
Sick-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Family
Ponal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Personal
<b>2</b> pp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NonComp
day	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Holiday
Poater	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Floater
RWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	VRWS
OL - State Holi	day														
	0	0	0	0	0	0	0	0	0	(3)		0	0	0	Remove
ime Worked	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50		0	7.50		7.50	Time Worked
Charges Total Time	0 7.50	0 7.50	0	0	0 7.50	0 7.50	0 7.50	0 7.50	0 7.50	7.50	0	7.50	7.50	0 7.50	Charges Total Time
iotal nine	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	Total Time
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	

		Balance	es and Ea	mings			
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	100.00	600.00	0	0	0	0	C
Charges	0	0	0	0	0	0	C
Earnings	7.50	-(	7 0	2.50	0	0	C
Tentative Balances	107.50	600.00	0	2.50	0	0	(

**Contact BSC Time & Attendance** 

Website bsc.ogs.ny.gov Email BSCHR@ogs.ny.gov Phone 518-457-4272

24

Back

Holiday - 9/5/2016



#### I am... or I have...



a full-time employee

2

3

4

5

a Holiday Waiver

required to work on the holiday that falls on a day that **I AM** regularly required to work

#### **Follow the Instructions Below**



automatically added as Earnings under Vacation Leave in the "Balances and Earnings" section of the timesheet.

Extras	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
Day In	9:00 AM	9:00 AM			9:00 AM			9:00 AM	9:00 AM	9:00 AM	Day In				
Lunch Out	12:00 PM	12:00 PM	)(		12:00 PM	3		12:00 PM	12:00 PM	12:00 PM	Lunch Out				
Lunch In	12:30 PM	12:30 PM			12:30 PM			12:30 PM	12:30 PM	12:30 PM	Lunch In				
Day Out	5:00 PM	5:00 PM	)(		5:00 PM			5:00 PM	5:00 PM	5:00 PM	Day Out				
Earned NonComp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Earned NonComp
Overtime	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Overtime
OT Meal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT Meal
Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Vacation
Sick-Regular	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Regular
Sick-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Family
Ponal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Personal
( <b>1</b> ) np	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NonComp
day	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Holiday
Joater	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Floater
RWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	VRWS
HOL - State Holi	iday												-		
	0	0	0	0	0	0	0	0	0	(2)		0	0	0	Remove
Time Worked	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50		0	7.50	7.50	7.50	Time Worked
Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Charges
Total Time	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	0	0	7.50	7.50	7.50	Total Time
	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
															-

		Balance	es and Ea	rnings			
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	100.00	600.00	C	0	0	0	0
Charges	0	0	0	0 0	0	0	0
Earnings	7.50	(	5 0	2.50	0	0	0
Tentative Balances	107.50	600.00	0	2.50	0	0	0

**Contact BSC Time & Attendance** 

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Back

Holiday - 9/5/2016



#### I am... or I have...



a full-time employee

a Holiday Waiver



2

3

4

5

6

7

**DID NOT WORK for a portion** of the day on the holiday that falls on a day that <u>I AM</u> regularly required to work

overtime eligible

#### Follow the Instructions Below

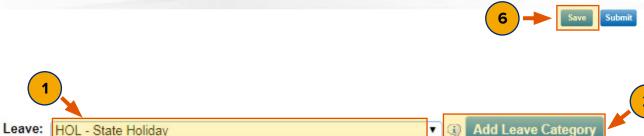
- If the system has not already done so, select the Leave Category "HOL - State Holiday" from the drop down menu.
  - Click Add Leave Category.
  - Add the number of hours you observed the holiday for to the State Holiday row.
  - Go to the top of the timesheet and complete the Day In/ Day Out boxes.

Because the time worked is inside and outside of the normal shift (9:00am to 5:00pm), the employee is eligible for OT for the hours <u>outside</u> their normal shift. Fill out the earned comp rows (follow normal guidelines for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).

#### Click Save.

For full-time employees who have holiday pay waived (opted to earn time for holidays worked), and worked on the holiday for a portion of their regular schedule, will automatically receive accruals for the portion of time worked inside their shift under Vacation Leave in the "Balances and Earnings" section of the timesheet for.

AWS         Inu         Pri         Sat         Sun         Mon         Lue         Ved         Inu         Pri         Sat         Sun         Mon         Lue         Ved         AWS           Day In         9:00 AM	Extras	8/25	8/26 Fri	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	
Day In         9:00 AM         9:00 AM <t< th=""><th>414/0</th><th>Thu</th><th></th><th>Sat</th><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>414/0</th></t<>	414/0	Thu		Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	414/0
Lunch Out         12:00 PM																0.020-70
Lunch In         12:30 PM	Day In	9:00 AM	9:00 AM			9:00 AM			2:30 PM	9:00 AM	9:00 AM	Day In				
Lunch In         12:30 PM         10:30 PM	Lunch Out	12:00 PM	12:00 PM			12:00 PM				12:00 PM	12:00 PM	Lunch Out				
Earned NonComp         0	Lunch In	12:30 PM	12:30 PM			12:30 PM				12:30 PM	12:30 PM	Lunch In				
NonComp         0 </td <td>Day Out</td> <td>5:00 PM</td> <td>5:00 PM</td> <td></td> <td></td> <td>5:00 PM</td> <td>5:00 PM</td> <td>5:00 PM</td> <td>5:00 PM</td> <td>5:00 PM</td> <td></td> <td></td> <td>8:30 PM</td> <td>5:00 PM</td> <td>5:00 PM</td> <td>Day Out</td>	Day Out	5:00 PM	5:00 PM			5:00 PM			8:30 PM	5:00 PM	5:00 PM	Day Out				
Overlitting         0 <th< td=""><td></td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>F</td><td>0</td><td>2.50</td><td>0</td><td>0</td><td></td></th<>		0	0	0	0	0	0	0	0	0	F	0	2.50	0	0	
Vacation         0<	Overtime	0	0	0	0	0	0	0	0	0		0	1.00	0	0	Overtime
Sick-Regular         0 <t< td=""><td>OT Meal</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>OT Meal</td></t<>	OT Meal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT Meal
Sick-Family         0 <th< td=""><td>Vacation</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>Vacation</td></th<>	Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Vacation
Personal         0<	Sick-Regular	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Regular
NonComp         0 </td <td>Sick-Family</td> <td>0</td> <td>Sick-Family</td>	Sick-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Family
Holiday         0 </td <td>Personal</td> <td>0</td> <td>Personal</td>	Personal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Personal
Floater         0 </td <td>NonComp</td> <td>0</td> <td>NonComp</td>	NonComp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NonComp
VRWS         0	Holiday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Holiday
HOL - State Holiday Time Worked 7.50 7.50 0 0 7.50 7.50 7.50 7.50 7.50	Floater	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Floater
Ime         0	VRWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	VRWS
Time Worked         7.50	HOL - State Hol	iday														
Charges         0 </td <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>(3)</td> <td></td> <td>5.00</td> <td>0</td> <td>0</td> <td>Remove</td>		0	0	0	0	0	0	0	0	0	(3)		5.00	0	0	Remove
Total Time         7.50         7.50         0         0         7.50         7.50         7.50         0         0         7.50<																
8/25 8/26 8/27 8/28 8/29 8/30 8/31 9/1 9/2 9/3 9/4 9/5 9/6 9/7				-								-		-	0	
	Iotal Time											-				Iotal Time
Thu Fit Sat Sun mon rue weg Inu Fit Sat Sun Mon rue weg																
		Thu	FIL	Sat	Sun	WON	Tue	wea	Thu	EU	Sat	Sun	WON	Tue	weu	



		Balance	es and Ea	rnings			
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	100.00	600.00	0	0	0	0	(
Charges	0	0	0	0	0	0	(
Earnings	2.50	-	(7)0	2.50	0	0	(
Tentative Balances	102.50	600.00	0	2.50	0	0	(

#### Contact BSC Time & Attendance

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Holiday - 9/5/2016

#### I am... or I have...

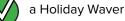


1

2

3

a full-time **M/C** employee



overtime eligible

#### **Follow the Instructions Below**

Go to the State Holiday row.

Delete the hours on that day.

Go to the top of the timesheet and check the Present box. If a full day, 7.5 or 8 hours was not worked, check the Absent box as well. In the State Holiday row indicate the difference in hours between what was worked and your standard hours per day.

#### Click Save.



4

For full-time employees who have holiday pay waived (opted to earn time for holidays worked), and worked on the holiday, the hours earned are automatically added as Earnings under Holiday Leave in the "Balances and Earnings" section of the timesheet.

	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
AWS															AWS
Present						-	1	1		(3)			-		Present
Absent															Absent
PTPD Extra Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	PTPD Extra Time
OT Meal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT Meal
Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Vacation
Sick-Regular	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Regular
Sick-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-Family
Personal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Personal
NonComp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NonComp
Holiday	0	0	0	0	0	0	0	0	0	0	0	0	2	0	Holiday
Floater	0	0	0	0	0	0	0	0	0	0	0	0		2	Floater
VRWS	0	0	0	0	0	0	0	0	0	0	0	0			VRWS
HOL - State Holi	iday														_
	0	0	0	0	0	0	0	0	0	0	C	0	0	0	Remove
	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	
1)	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	

8/31

8/29

8/30

		Balance	es and Ea	rnings			
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	75.00	150.00	0	C	0	0	(
Charges	0	0	0	C	0	0	
Earnings	3.75	3.75	0	0	7.50	←(	5) (
Tentative Balances	78.75	153.75	0	0	7.50	0	1

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ATS



### Supplemental Guidance for Manually Adding a Payment

•
ed Shift

If your Day In time is not recorded on the day of the holiday due to an existing agency practice:

Please Complete the Required Fields (marked in red above): Payment Type, Begin Date, End Date, Begin Time, and End Time.

The Begin and End Date must be the same. The total hours will calculate automatically, but will not deduct a lunch period. Employees do not receive holiday pay for lunch periods. If a lunch break was taken, the begin or end time need to be adjusted accordingly, so total of Hours/Units does not include the lunch period.

Click Add.

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