



**Office of
General Services**

**Business
Services Center**

Information Series



Completing a LATS Timesheet For Time Worked on a State Holiday

Completing a LATS Holiday Timesheet

Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
9:00 AM	9:00 AM			9:00 AM				

General Information

If you are a full-time employee who did not work 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 part-time employee 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 worked 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.

Completing a LATS Holiday Timesheet

Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
9:00 AM	9:00 AM			9:00 AM				

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 7.5 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.

Completing a LATS Holiday Timesheet

How do I find my Employee Information?

Step 1:

Go to your regular LATS login page and log into your LATS account

LATSnet leave & accrual tracking system

PART OF CMA
HRnet

Please Login

Username:

Password:

[Forgot Password?](#)

By logging into the LATSnet application you agree that you will utilize this application only for the purpose intended and recognize that any mischievous or malicious activity is expressly prohibited and may subject you to legal action. Such activity includes any unauthorized attempt to access data, or to modify, reverse engineer, reverse compile, or disassemble the Software.

Step 2:

Once logged in, click on **My Timesheet**

PART OF CMA
HRnet

Timesheet Admin

m - LATS-NY TIME 01

My Timesheet
[My Timesheet](#)

Tips

Independence Day
Tips for Completing Your Timesheet for Independence Day – 7/4/16

If you are a full-time employee who did not work 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 part-time employee who is Time and Attendance Eligible:
You may only observe the state holiday if it falls on a day you are regularly required to work, and actually do work, up to a maximum of a full day (of 7.50 or 8.00 hours). State holidays are **not** automatically recorded on the timesheet. To record State Holiday time worked on your time sheet:

- Click on the "Select Leave" drop down (above "Balances and Earnings" section).
- Go to the DOLDED 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.

Please contact the BSC Time & Attendance Unit at (510) 457-4272 or email BSCTimeAdmin@ogs.ny.gov with any questions or if your specific situation was not covered above (i.e. a full-time employee who worked the holiday).

Completing a LATS Holiday Timesheet

How do I find my Employee Information?

Step 3:

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

Step 4:

Employee Information

- 1** Indicates the amount of Holiday Pay/Leave the employee is eligible to receive
- 2** Indicates if the employee will receive Overtime pay for time worked.
- 3** Indicates the Union the employee is covered by.
- 4** Indicates if the employee is eligible to receive Holiday Pay (No) or Holiday Leave (Yes).
- 5** A Time and Attendance eligible employee is eligible to receive Holiday Pay or Leave.

Employee Information			
Press Escape key to close			
Employee Name:		Vacation Leave Date:	
Employee ID:		IPP Anniversary Dates:	
Employee Email:		VRWS Percent:	0
Personal Leave Date:		Clock User:	No
Employee Percent:	100	Week 1 Normal Hours:	37.50
Timesheet Validation:	Hrs/day and AWS	1 Hours Per Day:	7.50
AWS:	No	Comp Over 40:	No
Week 2 Normal Hours:	37.50	Item Number:	
2 OT Eligible:	Yes	Salary Grade:	18
HOP:	No	Location:	Albany
Title:	Human Resources Specialist	Division Code:	700-Business Services Center
3 Negotiating Unit:	M/C	Section ID:	BSC - HR - Time and Attendance
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:	Default Rotation	Allow Vacation Balance Excess:	No
4 Holiday Waiver:	No	Former Reservist:	No
5 TA Eligible:	Yes	Veteran:	No
Close			

Completing a LATS Holiday Timesheet

Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
9:00 AM	9:00 AM			9:00 AM				

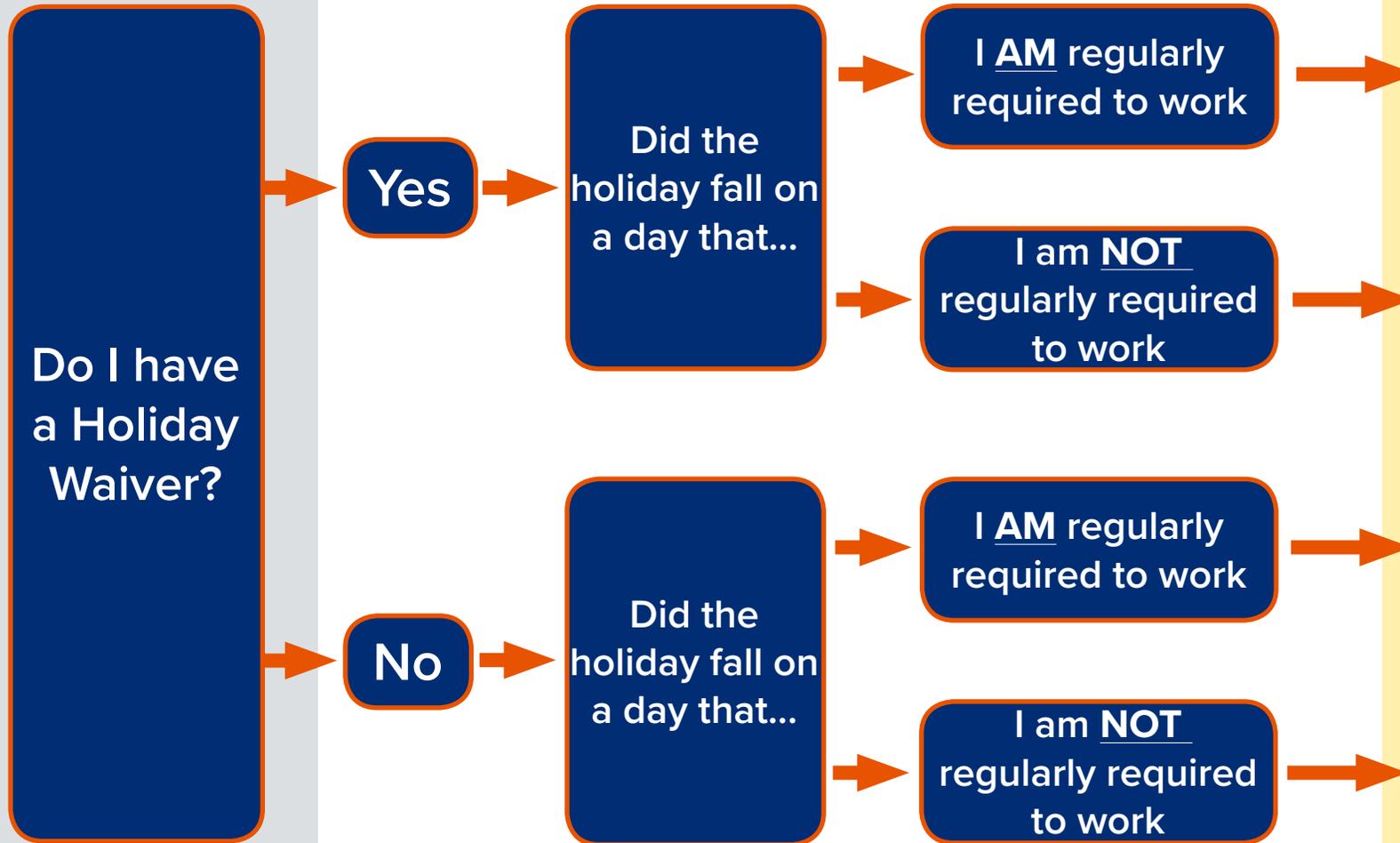
Do I have a holiday waiver?



Read charts from left to right to find the correct page for your situation

Begin Here

End Here

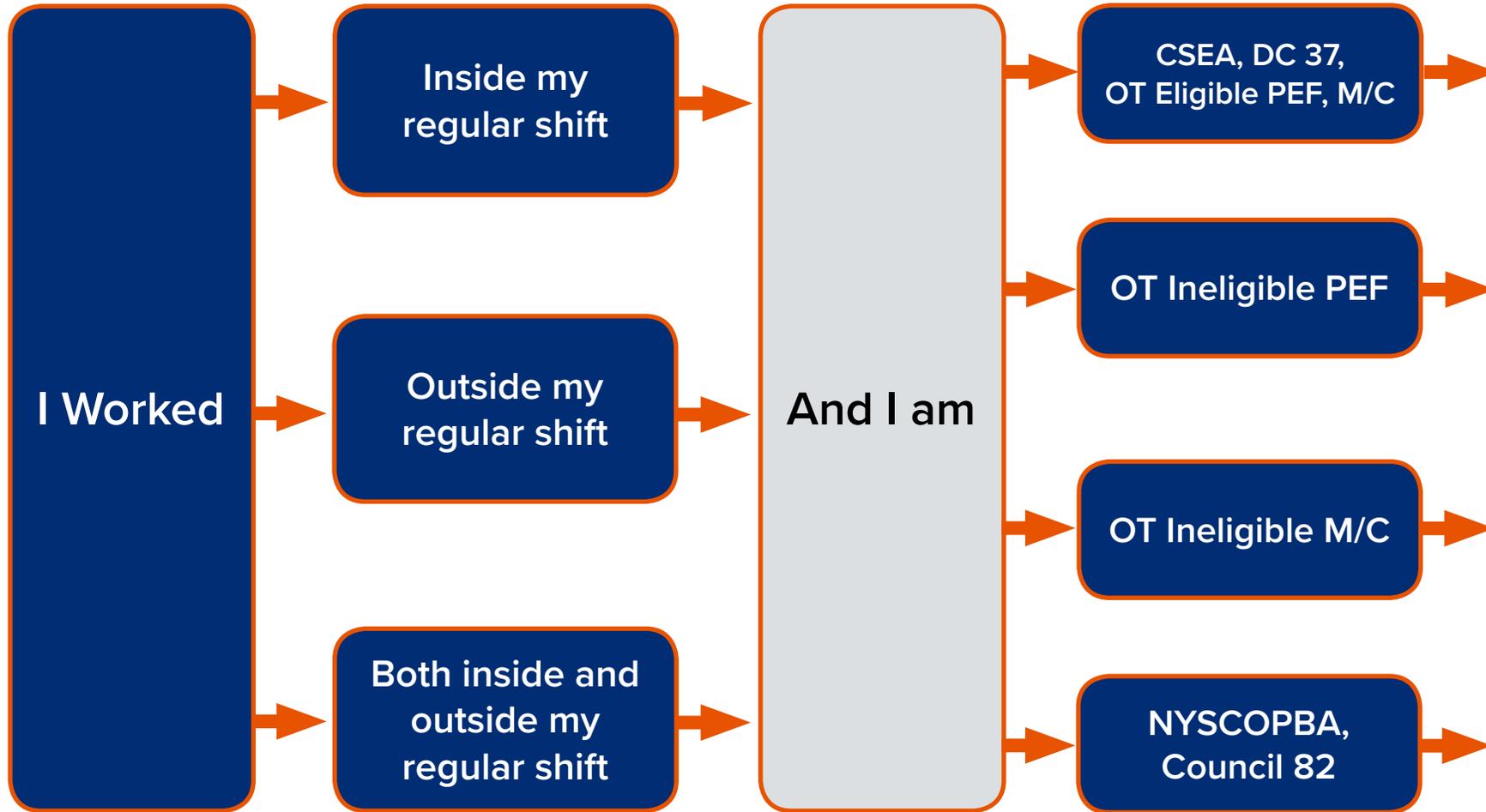


Completing a LATS Holiday Timesheet

Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
9:00 AM	9:00 AM			9:00 AM				

I have a holiday waiver and I...

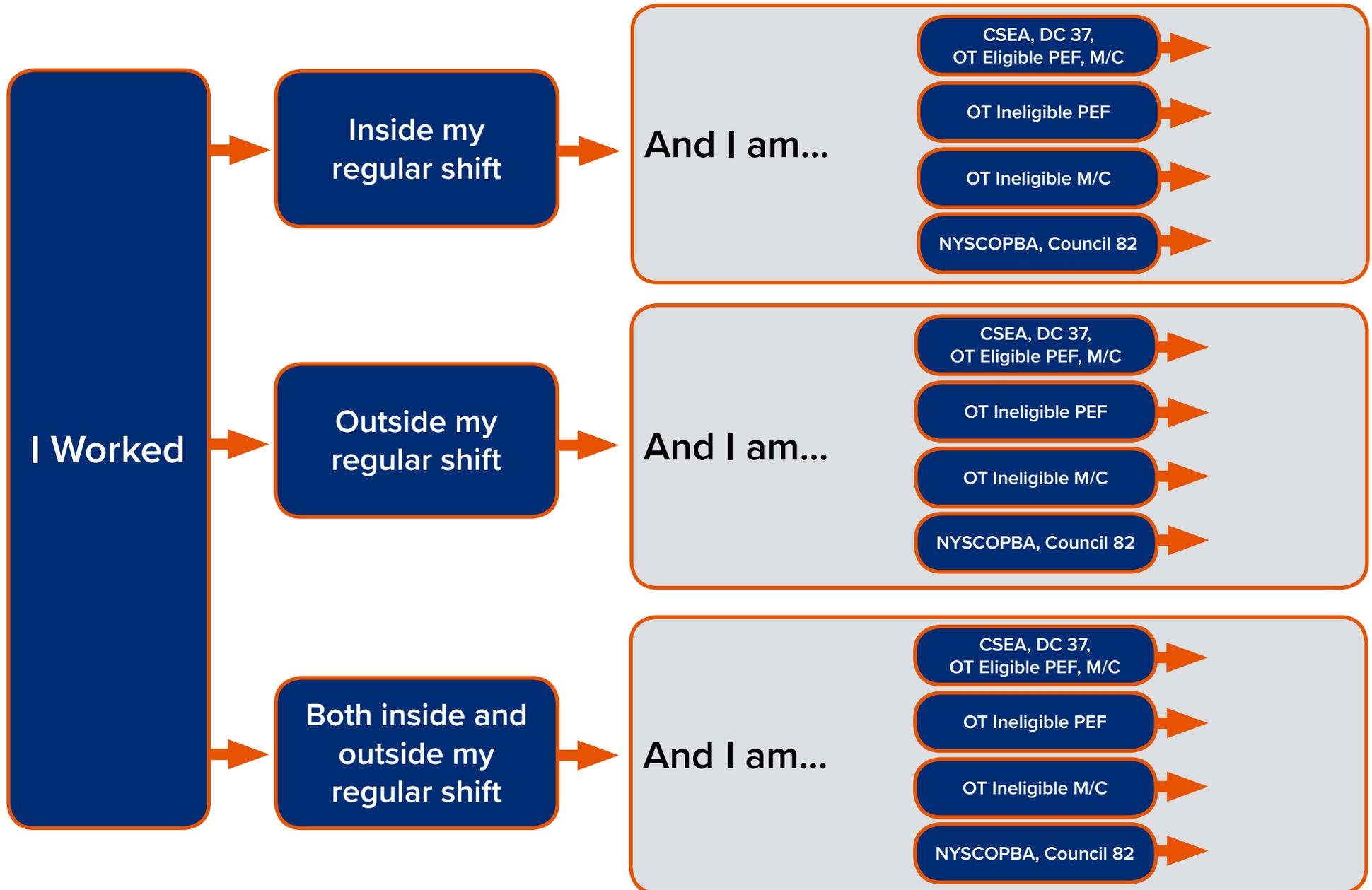
Worked on a holiday that I am NOT regularly required to work



Completing a LATS Holiday Timesheet

I have a holiday waiver and I...

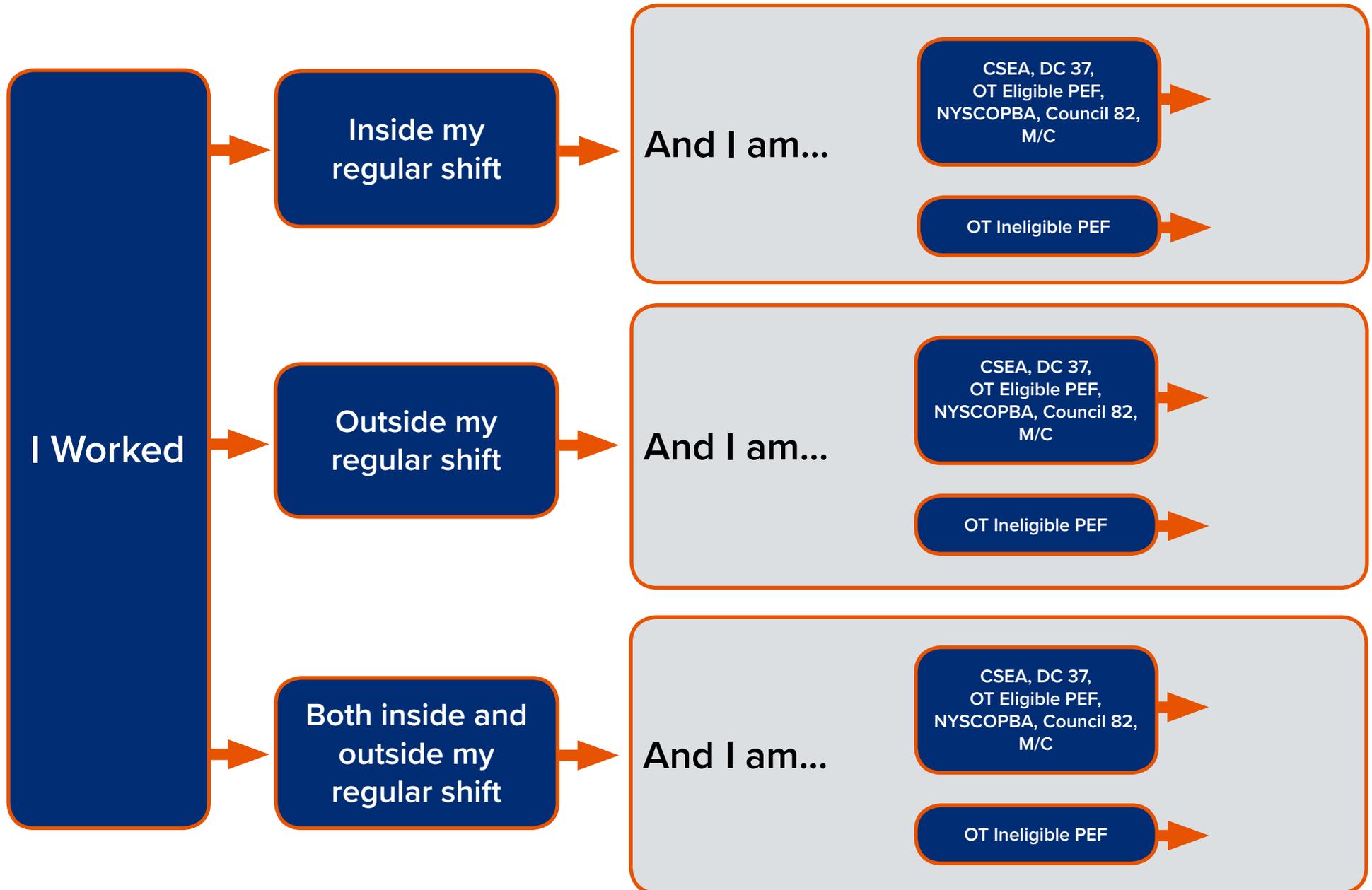
Worked on a holiday that falls on a day that I AM regularly required to work



Completing a LATS Holiday Timesheet

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

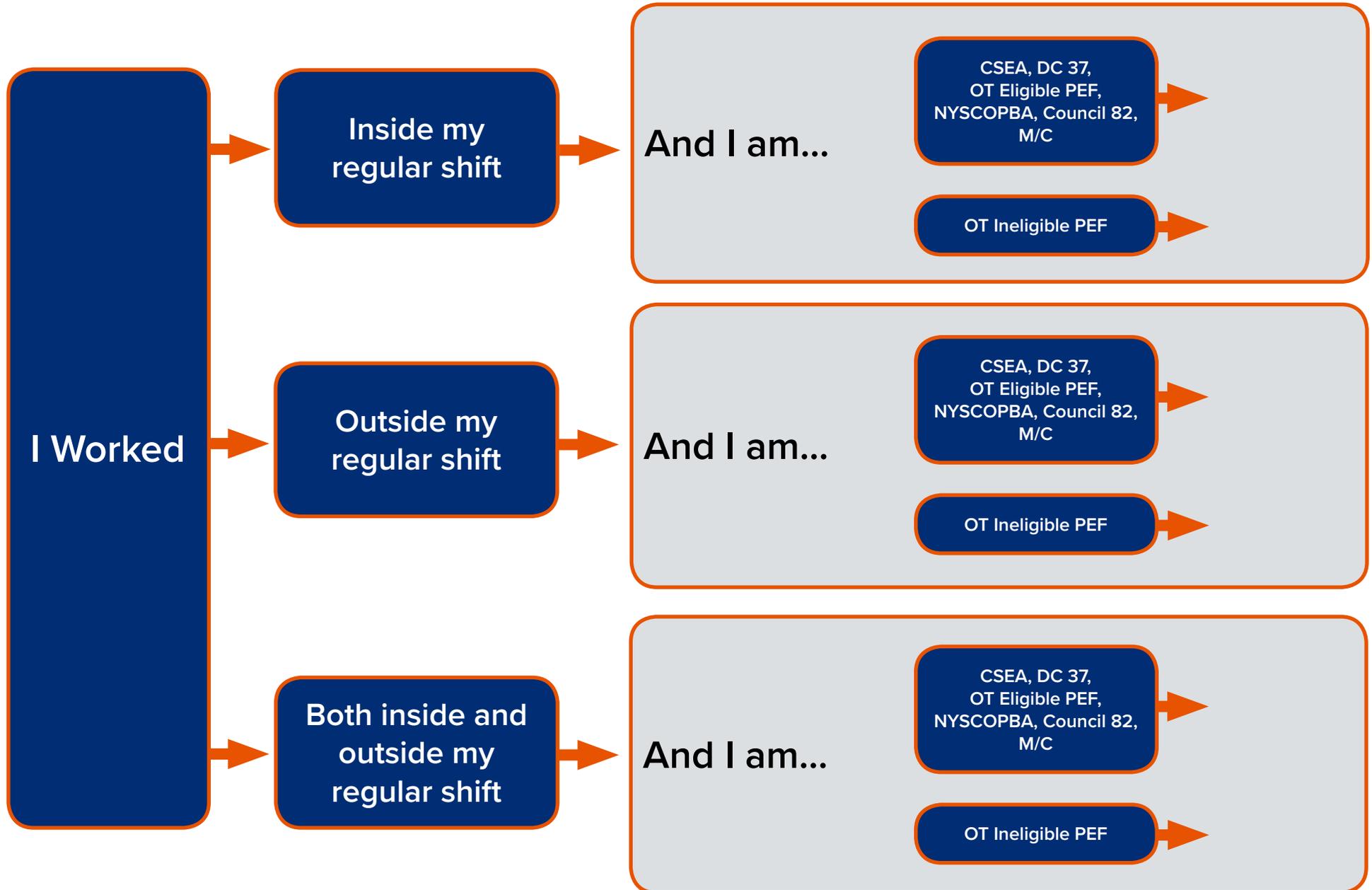
Worked on a holiday that falls on a day that I am NOT regularly required to work



Completing a LATS Holiday Timesheet

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

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



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

- 1 Mark the pass day (check mark the AWS row) if the system has not done so automatically.
- 2 Go to the State Holiday Row if the system has added the row automatically.
- 3 Delete the hours on that day.
- 4 Go to the top of the timesheet and complete the Day In/ Day Out boxes.
- 5 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).
- 6 Click Save.
- 7 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.

Holiday - 9/5/2016

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	
AWS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AWS							
Day In	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	12:00 PM	Lunch Out							
Lunch In	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	Day Out							
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
Earned Non comp	0	0	0	0	0	0	0	0	0	0	0	2.50	0	Earned Non comp
Paid comp (overtime)	0	0	0	0	0	0	0	0	0	0	0	5.00	0	Paid comp (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	Vacation
Sick-regular	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	Sick-family
Personal	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	NonComp
Holiday	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	Floater
VRWS	0	0	0	0	0	0	0	0	0	0	0	0	0	VRWS
HOL - State Holiday														
Time Worked	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	7.50	0	7.50	7.50	7.50
Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Time	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	7.50	0	7.50	7.50	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
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed

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Balances and Earnings							
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	148.25	896.25	0	2.50	11.25	7.50	0
Charges	0	0	0	0	0	0	0
Earnings	0	0	0	0	7.50	0	0
Tentative Balances	148.25	896.25	0	2.50	18.75	7.50	0
FMLA Usage							
Work Totals							
	Time Worked	Charge Totals	Time Worked + Charges	Non Comp	Time	Comp	Paid
Week 1	0	0	0	0	0	0	0
Week 2	7.50	0	7.50	0	0	0	0

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

- 1** Go to the State Holiday row.
- 2** Delete the hours on that day.
- 3** 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).
- 4** Click Save.
- 5** 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.

Holiday - 9/5/2016

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			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				
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
Earned Non comp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Earned Non comp
Paid comp (overtime)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Paid comp (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
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 Holiday															
Time Worked	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	0	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	

4 →

Balances and Earnings							
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	148.25	896.25	0	2.50	11.25	7.50	0
Charges	0	0	0	0	0	0	0
Earnings	0	0	0	0	7.50	0	0
Tentative Balances	148.25	896.25	0	2.50	18.75	7.50	0
FMLA Usage							
Work Totals							
	Time Worked	Charge Totals	Time Worked + Charges	Non Comp	Time	Comp	Paid
Week 1	0	0	0	0	0	0	0
Week 2	7.50	0	7.50	0	0	0	0

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

- 1 Go to the State Holiday row.
- 2 Delete the hours on that day.
- 3 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).
- 4 Click Save.
- 5 After documenting the hours worked on the State Holiday on the timesheet, full-time employees who do not have a Holiday Waiver are required to fill out the Payments Tab in LATS as they have opted to EARN PAY for holidays worked.
- 6 Complete the Required Fields: **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 to List.

Holiday - 9/5/2016

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			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				
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
Earned Non comp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Earned Non comp
Paid comp (overtime)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Paid comp (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
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 Holiday															
Time Worked	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	0	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	

Timesheet

Search Approval List **Timesheet** Workers Comp **Payments**

Audit Summary Profile Copy Delete Notes **Submit**

Supervisor: _____ Name: _____

FY: 2016 - 11 (8/25/2016 to 9/7/2016) Vacation: 3/2 _____

Personal: 3/26/2015 _____

Payment Type: Please Select Type

Begin Date: -Select Date- **Begin Time:** _____

End Date: -Select Date- **End Time:** _____ **Hours/Units:** _____

Comments: _____

Save **Add to List** Clear Update Row

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
- overtime eligible

Follow the Instructions Below

- 1 Mark the pass day (check mark the AWS row) if the system has not already done so.
- 2 Go to the State Holiday Row if the system has added the row automatically.
- 3 Delete the hours on that day.
- 4 Go to the top of the timesheet and complete the Day In/ Day Out boxes.
- 5 Click Save.
- 6 After documenting the hours worked on the State Holiday on the timesheet, full-time employees who do not have a Holiday Waiver are required to fill out the Payments Tab in LATS because they opted to **EARN PAY** for holidays worked. Click Payments.
- 7 Complete the Required Fields: **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 to List.

Holiday - 9/5/2016

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	
AWS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AWS					
Day In	9:00 AM	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			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	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				
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
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	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 Holiday															
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Remove
Time Worked	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	7.50	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	7.50	0	0	7.50	7.50	7.50	7.50	7.50	7.50	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	

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Timesheet

Search Approval List **Timesheet** Workers Comp Payments

Audit Summary Profile Copy Delete Notes **Submit**

Supervisor: _____ Name: _____

FY: 2016 - 11 (8/25/2016 to 9/7/2016) Vacation: 3/2 _____

Personal: 3/26/2015

Payment Type: Please Select Type

Begin Date: -Select Date- **Begin Time:** _____

End Date: -Select Date- **End Time:** _____ **Hours/Units:** _____

Comments: _____

Completing a LATS Holiday Timesheet

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
- overtime eligible

Follow the Instructions Below

- 1** Mark the pass day (check mark the AWS row) if the system has not done so automatically.
- 2** Go to the State Holiday Row if the system has added the row automatically.
- 3** Delete the hours on that day.
- 4** 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).
- 5** Click Save.
- 6** 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.

Holiday - 9/5/2016

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	
AWS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AWS						
Day In	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			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			5:00 PM	5:00 PM	Day Out						
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
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	Vacation
Sick-regular	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	Sick-family
Personal	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	NonComp
Holiday	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	Floater
VRWS	0	0	0	0	0	0	0	0	0	0	0	0	0	VRWS
HOL - State Holiday														
	0	0	0	0	0	0	0	0	0	0	0	0	0	Remove
Time Worked	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	Time Worked
Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	Charges
Total Time	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	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

5 →

Balances and Earnings							
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	148.25	896.25	0	2.50	11.25	7.50	0
Charges	0	0	0	0	0	0	0
Earnings	0	0	0	0	7.50	0	0
Tentative Balances	148.25	896.25	0	2.50	18.75	7.50	0
FMLA Usage							
Work Totals							
	Time Worked	Charge Totals	Time Worked + Charges	Non Comp	Time	Comp	Paid
Week 1	0	0	0	0	0	0	0
Week 2	7.50	0	7.50	0	0	0	0

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

- 1 Mark the pass day (check mark the AWS row) if the system has not already done so.
- 2 Go to the State Holiday Row if the system has added the row automatically.
- 3 Delete the hours on that day.
- 4 Go to the top of the timesheet and complete the Day In/ Day Out boxes.
- 5 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).
- 6 Click Save.
- 7 After documenting the hours worked on the State Holiday on the timesheet, full-time employees who do not have a Holiday Waiver are required to fill out the Payments Tab in LATS because they opted to **EARN PAY** for holidays worked. Click Payments.
- 8 Complete the Required Fields: **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 to List.

Holiday - 9/5/2016

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	
AWS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AWS							
Day In	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	12:00 PM	Lunch Out							
Lunch In	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	Day Out							
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
Earned Non comp	0	0	0	0	0	0	0	0	0	0	0	2.50	0	Earned Non comp
Paid comp (overtime)	0	0	0	0	0	0	0	0	0	0	0	5.00	0	Paid comp (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	Vacation
Sick-regular	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	Sick-family
Personal	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	NonComp
Holiday	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	Floater
VRWS	0	0	0	0	0	0	0	0	0	0	0	0	0	VRWS
HOL - State Holiday														
	0	0	0	0	0	0	0	0	0	0	0	0	0	Remove
Time Worked	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	7.50	0	7.50	7.50	Time Worked
Charges	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	7.50	0	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

Search Approval List **Timesheet** Workers Comp Payments

Audit Summary Profile Copy Delete Notes **Submit**

Supervisor: _____ Name: _____

FY: 2016 - 11 (8/25/2016 to 9/7/2016) Vacation: 3/2 _____

Personal: 3/26/2015 _____

Payment Type: Please Select Type

Begin Date: -Select Date- Begin Time: _____

End Date: -Select Date- End Time: _____ Hours/Units: _____

Comments: _____

Save Add to List Clear Update Row

Completing a LATS Holiday Timesheet

I am... or I have...

 a full-time employee

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

 overtime eligible

Follow the Instructions Below

- 1 If the system has not already done so, select the Leave Category "HOL - State Holiday" from the drop down menu.
- 2 Click Add Leave Category.
- 3 Add the number of hours of your regular schedule to the State Holiday row (either 7.5 or 8).
- 4 Go to the top of the timesheet and complete the Day In/ Day Out boxes.
- 5 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.

Holiday - 9/5/2016

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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				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
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
Earned Non comp	0	0	0	0	0	0	0	0	0	0	0	2.50	0	0	Earned Non comp
Paid comp (overtime)	0	0	0	0	0	0	0	0	0	0	0	1.00	0	0	Paid comp (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
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 Holiday															
	0	0	0	0	0	0	0	0	0	0	0	7.50	0	0	Remove
Time Worked	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	0	0	3.50	7.50	7.50	Time Worked
Charges	0	0	0	0	0	0	0	0	0	0	0	7.50	0	0	Charges
Total Time	7.50	7.50	7.50	0	0	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	

6 →

Leave:

I am... or I have...

- a full-time employee
- a Holiday 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

- 1** If the system has not already done so, select the Leave Category "HOL - State Holiday" from the drop down menu.
- 2** Click Add Leave Category.
- 3** Add the number of hours of your regular schedule to the State Holiday row.
- 4** Go to the top of the timesheet and complete the Day In/ Day Out boxes.
- 5** 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).
- 6** Click Save.
- 7** After documenting the hours worked on the state holiday on the timesheet, full-time employees who do not have a Holiday Waiver are required to fill out the Payments Tab in LATS for time worked inside their normal shift because they opted to **EARN PAY** for holidays worked. Click Payments.
- 8** Complete the Required Fields: **Payment Type, Begin Date, End Date, Begin Time, and End Time**. The Begin and End Date **must be the same**. The Begin Time and End Time must represent the hours worked inside your shift **ONLY**.

Click Add to List.

Holiday - 9/5/2016

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	
AWS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	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				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
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
Earned Non comp	0	0	0	0	0	0	0	0	0	0	0	2.50	0	0	Earned Non comp
Paid comp (overtime)	0	0	0	0	0	0	0	0	0	0	0	1.00	0	0	Paid comp (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
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 Holiday															
	0	0	0	0	0	0	0	0	0	0	0	5.00	0	0	Remove
Time Worked	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	0	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	7.50	0	0	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	

1 → Leave: **HOL - State Holiday**

2 → **Add Leave Category**

3 → **5.00**

4 → **Save** **Submit**

5 → **Save** **Add to List** **Clear** **Update Row**

6 → **Save** **Submit**

7 → **Payments**

8 → **Payment Type** **Begin Date** **End Date** **Begin Time** **End Time** **Hours/Units**

Completing a LATS Holiday Timesheet

I am... or I have...

- a full-time employee
- a Holiday 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

- 1 If the system has not already done so, select the Leave Category "HOL - State Holiday" from the drop down menu.
- 2 Click Add Leave Category.
- 3 Add the number of hours of your regular schedule to the State Holiday row.
- 4 Go to the top of the timesheet and complete the Day In/ Day Out boxes.
- 5 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 **outside** 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).
- 6 Click Save.
- 7 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.

Holiday - 9/5/2016

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	
AWS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	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				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
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
Earned Non comp	0	0	0	0	0	0	0	0	0	0	0	2.50	0	0	Earned Non comp
Paid comp (overtime)	0	0	0	0	0	0	0	0	0	0	0	1.00	0	0	Paid comp (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
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 Holiday															
	0	0	0	0	0	0	0	0	0	0	0	5.00	0	0	Remove
Time Worked	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	0	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	7.50	0	0	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	

1 → Leave: HOL - State Holiday Add Leave Category → 2

6 → Save Submit

Balances and Earnings							
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	10.00	10.00	10.00	0	0	0	0
Charges	0	0	0	0	0	0	0
Earnings	3.75	3.75	0	0	2.50	0	0
Tentative Balances	13.75	13.75	10.00	0	2.50	0	0

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 **I AM** regularly required to work
- overtime eligible

Follow the Instructions Below

- 1** Go to the State Holiday row.
- 2** Add the number of hours you observed (did not work) the holiday for to the State Holiday row.
- 3** 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).
- 4** Click Save.
- 5** After documenting the hours worked on the state holiday on the timesheet, full-time employees who do not have a Holiday Waiver are required to fill out the Payments Tab in LATS as they have opted to **EARN PAY** for holidays worked.
- 6** Complete the Required Fields: **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 to List.

Holiday - 9/5/2016

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	
AWS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	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				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
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
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	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 Holiday															
	0	0	0	0	0	0	0	0	0	0	0	5.00	0	0	Remove
Time Worked	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	0	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	7.50	0	0	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	

4 →

Timesheet

Search Approval List **Timesheet** Workers Comp Payments

Audit Summary Profile Copy Delete Notes **Submit**

Supervisor: _____ Name: _____

FY: 2016 - 11 (8/25/2016 to 9/7/2016) Vacation: 3/2 _____

Personal: 3/26/2015 _____

6 →

Payment Type: Please Select Type

Begin Date: -Select Date- Begin Time: _____

End Date: -Select Date- End Time: _____ Hours/Units: _____

Comments: _____

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** Mark the pass day (check mark the AWS row) if the system has not already done so.
 - 2** Go to the State Holiday Row if the system has added the row automatically.
 - 3** Delete the hours on that day.
 - 4** Go to the top of the timesheet and complete the Day In/ Day Out boxes.
 - 5** 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).
 - 6** 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 - 9/5/2016

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		
AWS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AWS						
Day In	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	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	8:30 PM	5:00 PM	5:00 PM	Day Out					
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
Earned Non comp	0	0	0	0	0	0	0	0	0	0	0	2.50	0	0	Earned Non comp
Paid comp (overtime)	0	0	0	0	0	0	0	0	0	0	0	1.00	0	0	Paid comp (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
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 Holiday															
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Remove
Time Worked	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	7.50	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	7.50	0	0	7.50	7.50	7.50	7.50	7.50	7.50	3.50	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	

6 → **Save** **Submit**

Completing a LATS Holiday Timesheet

I am... or I have...

- 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
- 2** Go to the State Holiday Row if the system has added the row automatically.
- 3** Delete the hours on that day.
- 4** Go to the top of the timesheet and complete the Day In/ Day Out boxes.
- 5** 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).
- 6** Click Save.
- 7** Fulltime employees who do not have a Holiday Waiver are required to fill out the Payments Tab in LATS as they have opted to **EARN PAY** for holidays worked inside of their normal shift.
- 8** Complete the Required Fields: **Payment Type, Begin Date, End Date, Begin Time, and End Time**. The Begin and End Date must be the same. The Begin Time and End Time must represent the hours worked inside your shift **ONLY**. Click Add to List.

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).

Holiday - 9/5/2016

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	
AWS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AWS					
Day In	9:00 AM	9:00 AM	9:00 AM			9:00 AM	2:30 PM	9:00 AM	9:00 AM					
Lunch Out	12:00 PM	12:00 PM	12:00 PM			12:00 PM		12:00 PM	12:00 PM					
Lunch In	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	8:30 PM	5:00 PM	5:00 PM					
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00
Earned Non comp	0	0	0	0	0	0	0	0	0	0	0	2.50	0	0
Paid comp (overtime)	0	0	0	0	0	0	0	0	0	0	0	3.50	0	0
OT meal	0	0	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	0	0
Sick-regular	0	0	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	0	0
Personal	0	0	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	0	0
Holiday	0	0	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	0	0
VRWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HOL - State Holiday														
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Time Worked	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	7.50	6.00	7.50	7.50
Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Time	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	7.50	6.00	7.50	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
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed

Timesheet

Search Approval List **Timesheet** Workers Comp Payments

Audit Summary Profile Copy Delete Notes **Submit**

Supervisor: _____ Name: _____

9/5/2016 11 (9/25/2016 to 9/7/2016) Version: 2/0

Payment Type: Please Select Type

Begin Date: -Select Date- Begin Time:

End Date: -Select Date- End Time: Hours/Units:

Comments: _____

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

- 1 Mark the pass day (check mark the AWS row) if the system has not done so automatically.
- 2 Go to the State Holiday Row if the system has added the row automatically.
- 3 Delete the hours on that day.
- 4 Go to the top of the timesheet and complete the Day In/ Day Out boxes.
- 5 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).
- 6 Click Save.
- 7 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.

Holiday - 9/5/2016

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	
AWS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AWS							
Day In	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	12:00 PM	Lunch Out							
Lunch In	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	Day Out							
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
Earned Non comp	0	0	0	0	0	0	0	0	0	0	0	2.50	0	Earned Non comp
Paid comp (overtime)	0	0	0	0	0	0	0	0	0	0	0	5.00	0	Paid comp (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	Vacation
Sick-regular	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	Sick-family
Personal	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	NonComp
Holiday	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	Floater
VRWS	0	0	0	0	0	0	0	0	0	0	0	0	0	VRWS
HOL - State Holiday														
Time Worked	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	7.50	0	7.50	7.50	7.50
Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Time	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	7.50	0	7.50	7.50	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
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed

6 →

Balances and Earnings						
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater
Starting Balances	10.00	10.00	10.00	0	0	0
Charges	0	0	0	0	0	0
Earnings	7.50	0	0	0	0	0
Tentative Balances	17.50	10.00	10.00	0	0	0

Completing a LATS Holiday Timesheet

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

- 1** Go to the State Holiday row.
- 2** Delete the hours on that day.
- 3** Go to the top of the timesheet and complete the Day In/ Day Out boxes.
- 4** Click Save.
- 5** 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 Vacation Leave in the “Balances and Earnings” section of the timesheet.

Holiday - 9/5/2016

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			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				
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
Earned Non comp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Earned Non comp
Paid comp (overtime)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Paid comp (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
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 Holiday															
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Remove
Time Worked	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	0	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	

4 →

Balances and Earnings						
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater
Starting Balances	10.00	10.00	10.00	0	0	0
Charges	0	0	0	0	0	0
Earnings	7.50	0	0	0	0	0
Tentative Balances	17.50	10.00	10.00	0	0	0

Completing a LATS Holiday Timesheet

I am... or I have...

- a full-time employee
- a Holiday 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

- 1** If the system has not already done so, select the Leave Category "HOL - State Holiday" from the drop down menu.
- 2** Click Add Leave Category.
- 3** Add the number of hours you observed the holiday for to the State Holiday row.
- 4** Go to the top of the timesheet and complete the Day In/ Day Out boxes.
- 5** 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 **outside** 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).
- 6** Click Save.
- 7** 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.

Holiday - 9/5/2016

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	
AWS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	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				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
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
Earned Non comp	0	0	0	0	0	0	0	0	0	0	0	2.50	0	0	Earned Non comp
Paid comp (overtime)	0	0	0	0	0	0	0	0	0	0	0	1.00	0	0	Paid comp (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
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 Holiday															
	0	0	0	0	0	0	0	0	0	0	0	5.00	0	0	Remove
Time Worked	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	0	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	7.50	0	0	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	

Save
Submit

1
Leave: HOL - State Holiday
Add Leave Category
2

Balances and Earnings							
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	0	10.00	10.00	0	0	0	0
Charges	0	0	0	0	0	0	0
Earnings	2.50	0	0	0	0	0	0
Tentative Balances	2.50	13.75	10.00	0	0	0	0

I am... or I have...

 a full-time M/C employee

 a Holiday Waver

 overtime eligible

Follow the Instructions Below

- 1 Go to the State Holiday row.
- 2 Delete the hours on that day.
- 3 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.
- 4 Click Save.
- 5 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.

	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	
Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Present				
Absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absent
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	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 Holiday	0	0	0	0	0	0	0	0	0	0	0	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	
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	

4 → Save Submit

Balances and Earnings							
Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	13.00	13.00	6.00	0	0	0	0
Charges	0	0	0	0	0	0	0
Earnings	3.75	3.75	0	0	7.50	0	0
Tentative Balances	16.75	16.75	6.00	0	7.50	0	0