



Office of General Services
Business Services Center



Completing a LATS Timesheet For Time Worked on a State Holiday

Completing a LATS Holiday Timesheet

0/25	0/26	0/27	0/28	0/29	0/30	0/31	3/1	3/2
Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
9:00 AM	9:00 AM			9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
12:00 PM	12:00 PM			12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM

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 observed on your timesheet:

- Click on the “Select Leave” drop down (above “Balances and Earnings” section).
- Go to the BOLDDED 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

0/20	0/20	0/21	0/20	0/29	0/30	0/31	0/1	0/2
Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
9:00 AM	9:00 AM			9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
12:00 PM	12:00 PM			12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM

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.

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

Step 2:

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

WELCOME TO LATS^{net} 11.0.0.219 - LEAVE & ACCRUAL TRACKING SYSTEM



PLEASE LOGIN

Username

Password

LOGIN [Forgot Password?](#)

By logging into the LATS^{net} 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, decompile, or disassemble the Software.

Welcome to LATSnet - Leave & Accrual Tracking System - LATS-NY

Announcements	Tips	My Timesheet
<p>Updating LATS-NY Contact Info 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 information. For instructions on how to update your contact info in LATS, please refer to Entering and Updating Employee Emergency Contact Information in LATS-NY.</p> <p>Timely Timesheet Expectations Timely submission and approval of timesheets is essential for ensuring you are paid timely and accurately. It's especially important if you are an hourly employee because you will not get paid timely if you do not submit your timesheet and get it approved by your supervisor prior to the payroll deadline. The same holds true if you are a salaried employee and earned any additional pay factors (i.e. overtime, standby, intermittent inconvenience pay, etc.). If you do not submit your timesheet and get it approved by your supervisor prior to the payroll deadline you will not get paid timely for any additional pay factors.</p> <p>The agency is responsible for ensuring accurate and timely submission of employee timesheets with proper supervisory approval.</p> <p>Timely means: • Employee timesheets must be submitted by the Friday after the close of the time record. • Supervisors must review and approve timesheets no later than 3 pm the Tuesday following the close of the time record.</p>	<p>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.</p> <p>We can be reached via email at BSCHR@ogs.ny.gov or by phone at 518-457-4272.</p>	<p>My Timesheet</p>

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.

Timesheet

Search Approval List **Timesheet** Workers Comp Payments

Audit Summary Profile Copy Delete Notes Print Print All

Supervisor: Name: PERSON

FY: 2019 - 21 (1/9/2020 to 1/22/2020) Vacation: 8/2/2012

Personal: 8/2/2012

Day:

Step 4:

Employee Information

Employee Information
Press 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	1 Hours Per Day:	7.50
AWS: No	Comp Over 40:	No
Week 2 Normal Hours: 37.50	Item Number:	1
2 OT Eligible: Yes	Salary Grade:	18
Title: Agency User	Location:	Albany
3 Negotiating Unit: M/C	Division Code:	700-Business Services Center
Agency Code: 01050-Office of General Services	Section ID:	300-BSC - Time and Attendance
Bureau Code: 100-BSC - Human Resources	TDS By Percent:	No
TDS required: No	BiWeekly Total:	No
Schedule Rotation: 09:00am through 05:00pm with lunch	4 Eligible To Use Vacation:	Yes
4 Holiday Waiver: No	Allow Vacation Balance Excess:	No
5 TA Eligible: Yes	Former Reservist:	No
	Veteran:	No

- 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.

Completing a LATS Holiday Timesheet

0/25	0/26	0/27	0/28	0/29	0/30	0/31	0/1	0/2
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12:00 PM	12:00 PM			12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM

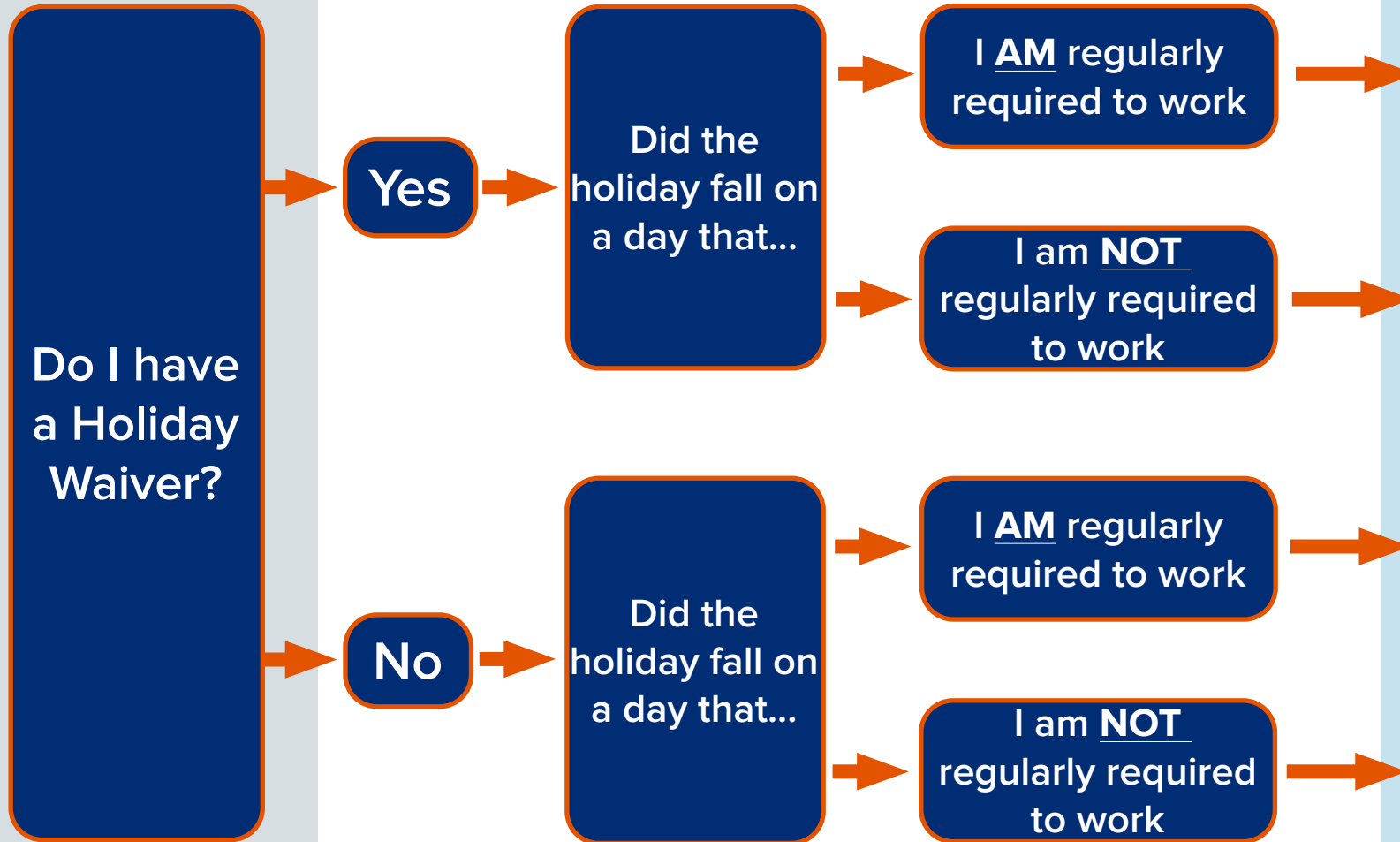
Do I have a holiday waiver?



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

Begin Here

End Here

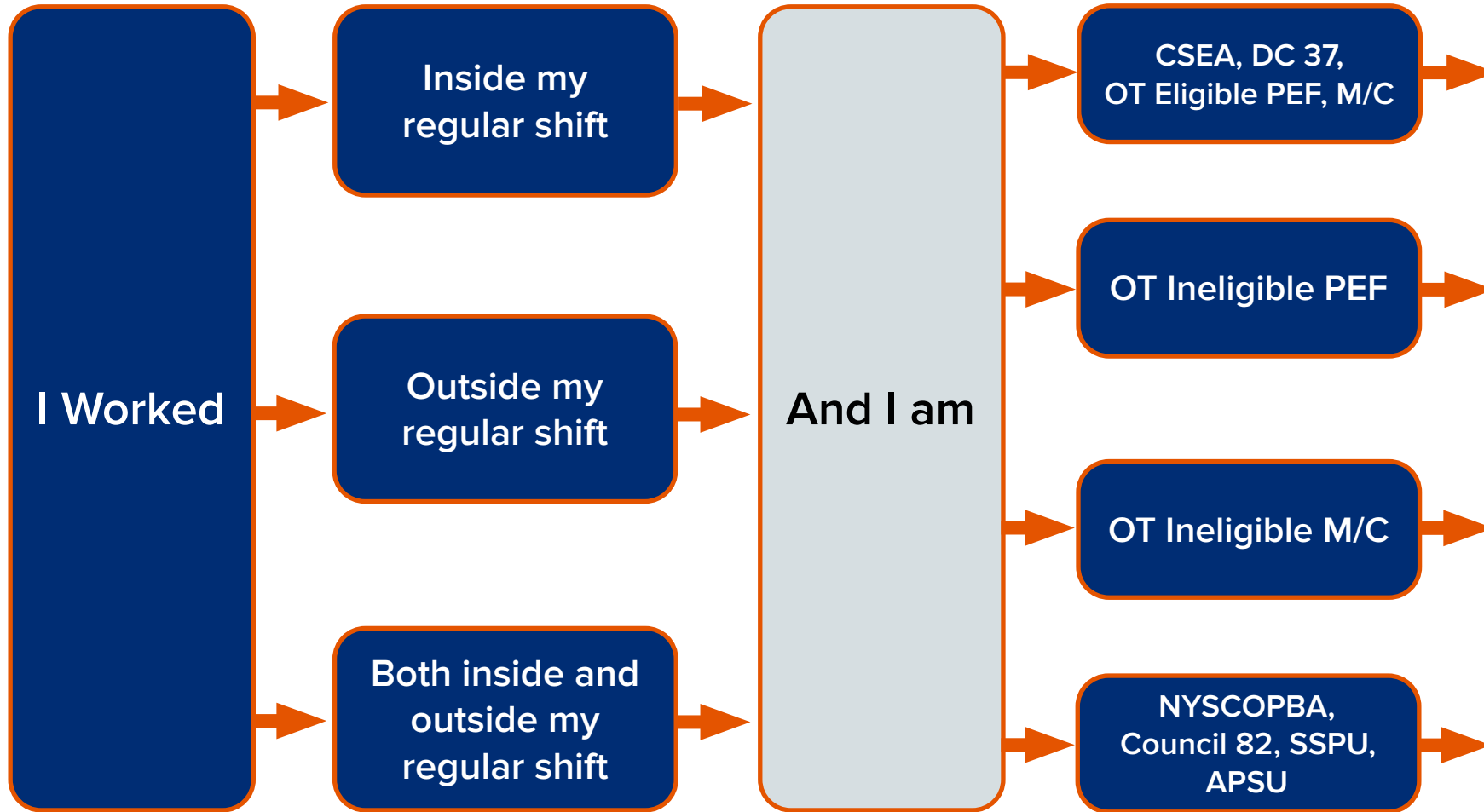


Completing a LATS Holiday Timesheet

0/25	0/26	0/27	0/28	0/29	0/30	0/31	0/1	0/2
Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
9:00 AM	9:00 AM			9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
12:00 PM	12:00 PM			12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM

I have a holiday waiver and I...

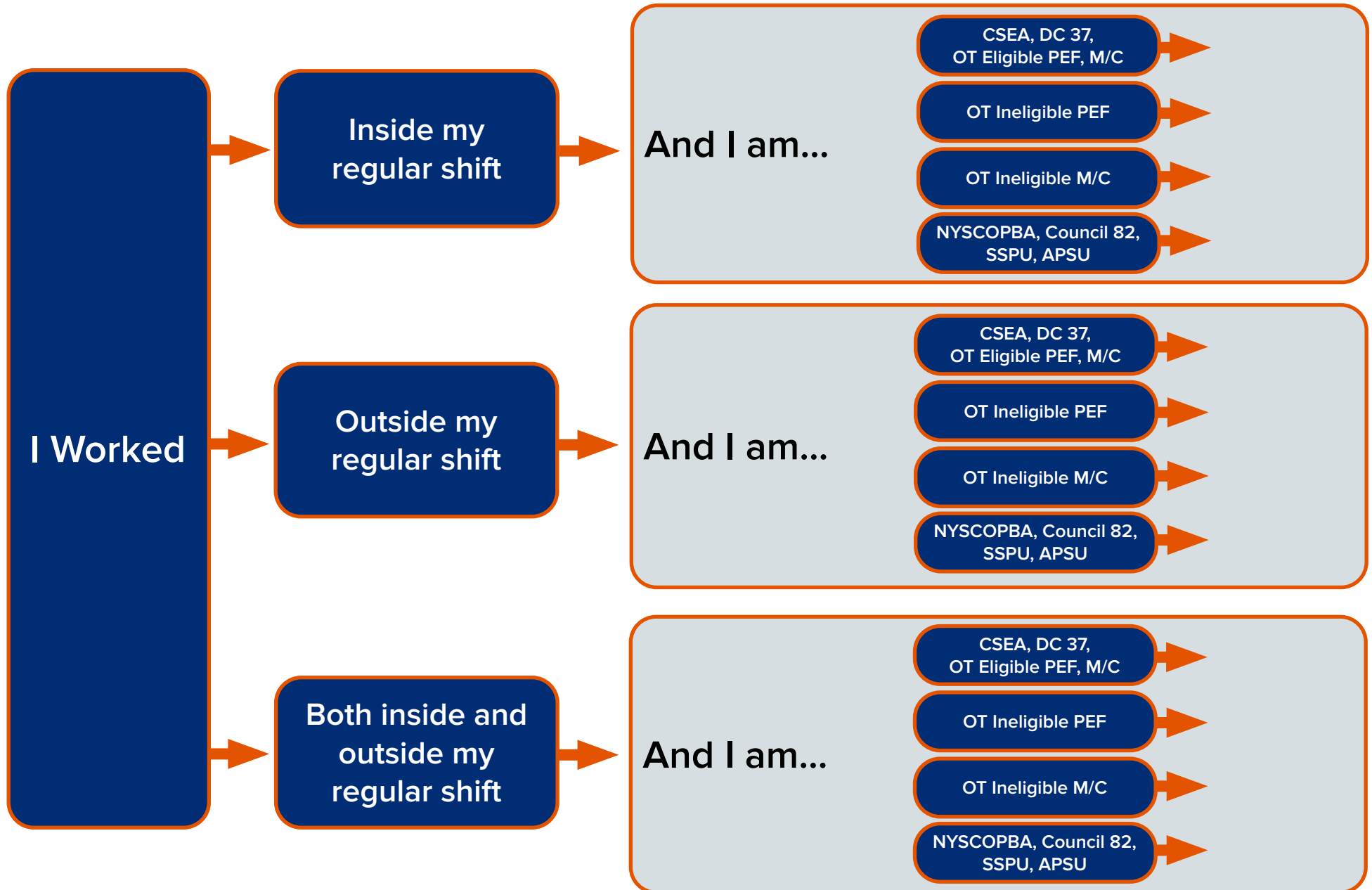
Worked on a holiday that I am NOT regularly required to work



Completing a LATS Holiday Timesheet

I have a holiday waiver and I...

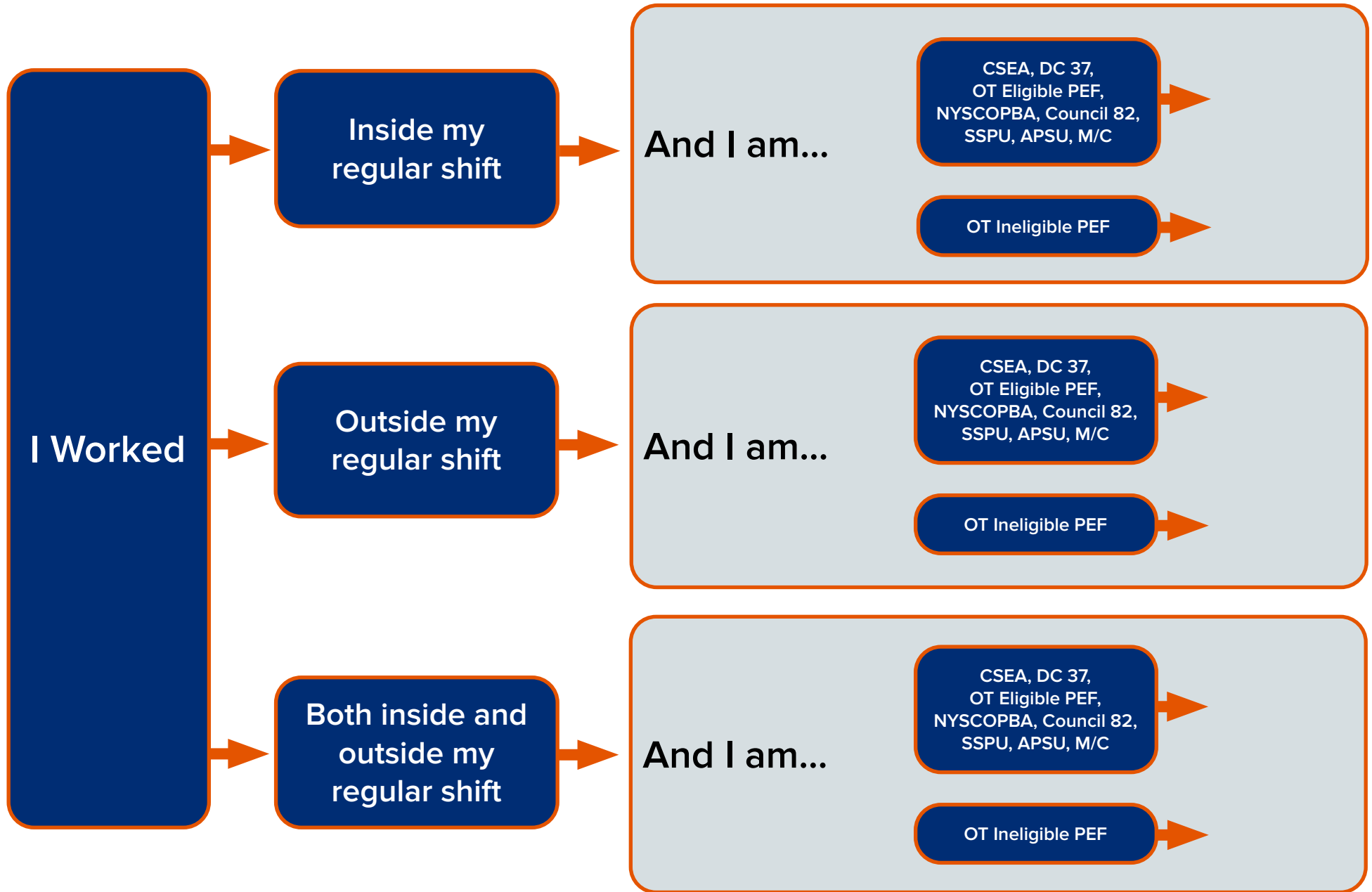
Worked on a holiday that falls on a day that I AM regularly required to work



Completing a LATS Holiday Timesheet

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

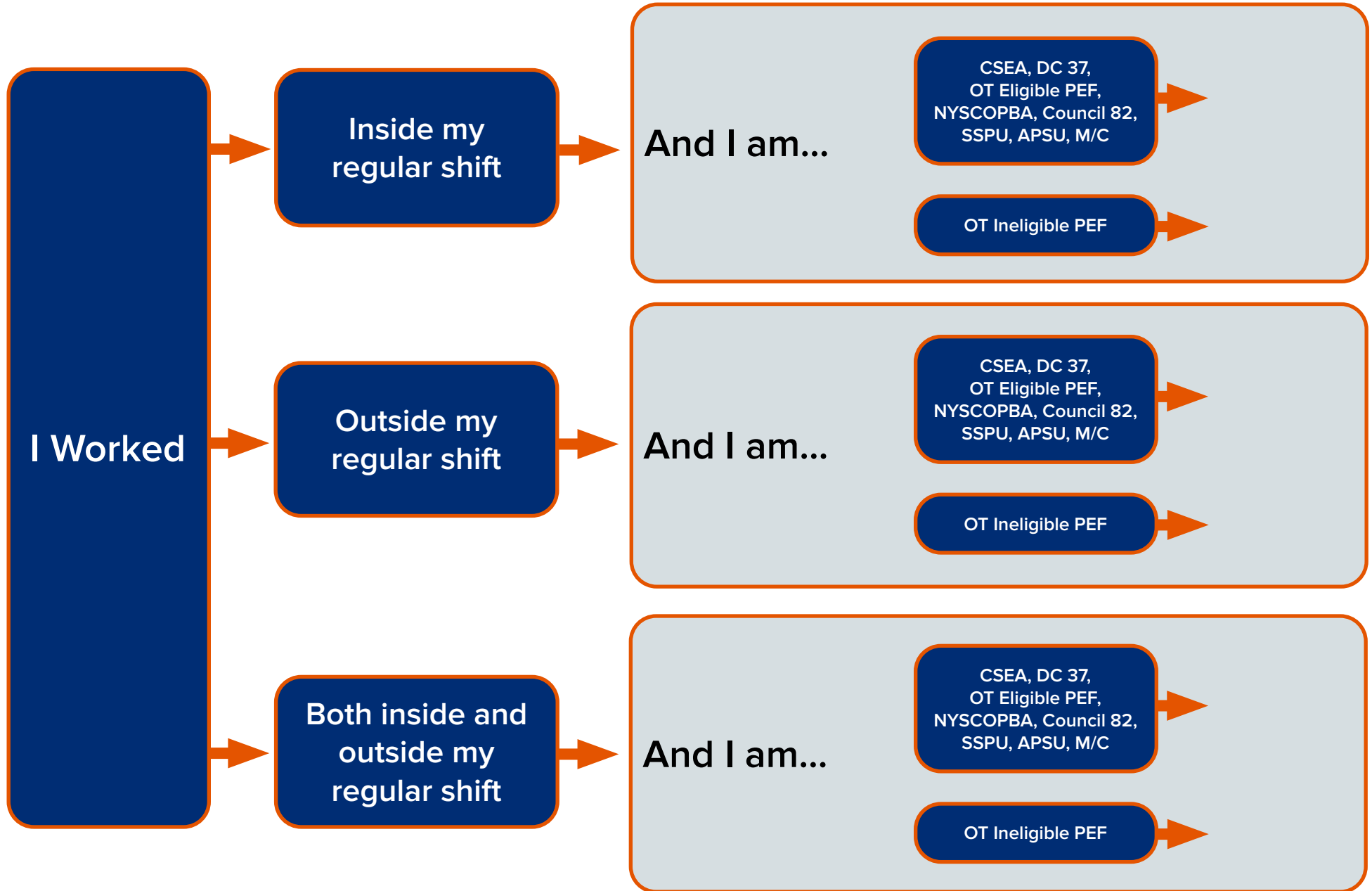
Worked on a holiday that falls on a day that I am NOT regularly required to work



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



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 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 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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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	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	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	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	5:00 PM	Day Out
Earned NonComp	0	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	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
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	7.50	0	0	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	0	0	7.50	7.50	7.50	7.50	7.50	7.50	0	7.50	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	

6 Save Submit

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	2.50	7.50	0	0
Tentative Balances	78.75	153.75	0	2.50	7.50	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

Holiday - 9/5/2016

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	
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	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	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	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	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
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 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	


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.


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	0	0
Tentative Balances	78.75	153.75	0	0	7.50	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

Holiday - 9/5/2016

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	
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	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	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	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	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
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

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 eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.
- 6 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

Timesheet

Search Approval List Timesheet Workers Comp **Payments**

Audit Summary Profile Copy Delete Notes **Submit**

Add Clear

Payment Type	Begin Date	Begin Time	End Date	End Time	Amount	Meals	Verified	Comments	Scheduled Holiday	Scheduled OT	OT Type	Editable
HPA	09/05/2016	12:00 AM	09/05/2016	12:00 AM	7.50	N/A	N		<input type="checkbox"/>	N/A	N/A	 

Summary

Payment Code	Description	Amount	Type
HPA	Holiday Pay	7.5	Hours

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 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 eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.
- 7 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

Holiday - 9/5/2016

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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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	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	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	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	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
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	7.50	0	0	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	0	0	7.50	7.50	7.50	7.50	7.50	7.50	0	7.50	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	

5 → **Save** **Submit**

Timesheet

Search Approval List Timesheet Workers Comp Payments

Audit Summary Profile Copy Delete Notes **Submit**

6

Add Clear

Payment Type	Begin Date	Begin Time	End Date	End Time	Amount	Meals	Verified	Comments	Scheduled Holiday	Scheduled OT	OT Type	Editable
HPA	09/05/2016	12:00 AM	09/05/2016	12:00 AM	7.50	N/A	N		<input type="checkbox"/>	N/A	N/A	Edit Delete

Summary

Payment Code	Description	Amount	Type
HPA	Holiday Pay	7.5	Hours

7

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 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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	9:00 AM
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	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	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	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM
Earned NonComp	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Overtime	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	7.50	7.50	7.50	7.50	7.50	7.50	0	0	7.50	7.50
Charges	0	0	0	0	0	0	0	0	0	0	0	7.50	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

5 →

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	0	0
Tentative Balances	78.75	153.75	0	0	7.50	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 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 eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.
 - 8 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

Holiday - 9/5/2016

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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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	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	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	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	5:00 PM	Day Out
Earned NonComp	0	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	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
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	7.50	0	0	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	0	0	7.50	7.50	7.50	7.50	7.50	7.50	0	7.50	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	

6 → **Save** **Submit**

Timesheet

Search Approval List Timesheet Workers Comp Payments

Audit Summary Profile Copy Delete Notes **Submit**

7

Add Clear

Payment Type	Begin Date	Begin Time	End Date	End Time	Amount	Meals	Verified	Comments	Scheduled Holiday	Scheduled OT	OT Type	Editable
HPA	09/05/2016	12:00 AM	09/05/2016	12:00 AM	7.50	N/A	N		<input type="checkbox"/>	N/A	N/A	Edit Delete

Summary

Payment Code	Description	Amount	Type
HPA	Holiday Pay	7.5	Hours

8

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

Holiday - 9/5/2016

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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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
Earned NonComp	0	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	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
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	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 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	

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 within your regular schedule that you did not work 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 eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.
- 8 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

1 → Leave: **HOL - State Holiday**

2 → **Add Leave Category**

3 → **5.00**

4 → **Save** **Submit**

7 → **Timesheet**

Payment Type	Begin Date	Begin Time	End Date	End Time	Amount	Meals	Verified	Comments	Scheduled Holiday	Scheduled OT	OT Type	Editable
HPA	09/05/2016	12:00 AM	09/05/2016	12:00 AM	7.50	N/A	N		<input type="checkbox"/>	N/A	N/A	<input checked="" type="checkbox"/>

8 → **Edit**

Summary

Payment Code	Description	Amount	Type
HPA	Holiday Pay	7.5	Hours

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

Holiday - 9/5/2016

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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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
Earned NonComp	0	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	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
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	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 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	

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.

6 →

1 → Leave: HOL - State Holiday → 2

Balances and Earnings							
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	2.50	2.50	0	0
Tentative Balances	78.75	153.75	0	2.50	2.50	0	0

7 →

Completing a LATS Holiday Timesheet

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 the holiday for (did not work) 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 eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.
- 6** 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

Holiday - 9/5/2016

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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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
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
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	0	0	7.50	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	0	0	7.50	7.50	7.50	7.50	7.50	0	0	11.00	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	

4 → **Save** **Submit**

Timesheet

Search Approval List Timesheet Workers Comp Payments

Audit Summary Profile Copy Delete Notes Submit

5 → **Submit**

Add Clear

Payment Type	Begin Date	Begin Time	End Date	End Time	Amount	Meals	Verified	Comments	Scheduled Holiday	Scheduled OT	OT Type	Editable
HPA	09/05/2016	12:00 AM	09/05/2016	12:00 AM	7.50	N/A	N		<input type="checkbox"/>	N/A	N/A	6 → Edit

Summary

Payment Code	Description	Amount	Type
HPA	Holiday Pay	7.5	Hours

Completing a LATS Holiday Timesheet

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

Holiday - 9/5/2016

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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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	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		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		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	8:30 PM	5:00 PM	5:00 PM	Day Out
Earned NonComp	0	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	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
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	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	0	7.50	7.50	7.50	7.50	7.50	7.50	0	3.50	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	

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).

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

Holiday - 9/5/2016

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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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	9:00 AM	12:00 PM	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	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	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	0	0	2.50	0	0	Earned NonComp
Overtime	0	0	0	0	0	0	0	0	0	0	0	3.50	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
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	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	0	7.50	7.50	7.50	7.50	7.50	7.50	0	3.50	7.50	7.50	Total Time

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 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.
- 8 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

Timesheet

Search Approval List Timesheet Workers Comp Payments

Audit Summary Profile Copy Delete Notes **Submit**

Add Clear

Payment Type	Begin Date	Begin Time	End Date	End Time	Amount	Meals	Verified	Comments	Scheduled Holiday	Scheduled OT	OT Type	Editable
HPA	09/05/2016	12:00 AM	09/05/2016	12:00 AM	7.50	N/A	N		<input type="checkbox"/>	N/A	N/A	<input type="button" value="Edit"/>

Summary

Payment Code	Description	Amount	Type
HPA	Holiday Pay	7.5	Hours

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 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 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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	9:00 AM
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	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	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	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM
Earned NonComp	0	0	0	0	0	0	0	0	0	0	0	2.50	0	0
Overtime	0	0	0	0	0	0	0	0	0	0	0	5.00	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														
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

6 → Save Submit

Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	100.00	600.00	0	0	0	0	0
Charges	0	0	0	0	0	0	0
Earnings	7.50	0	0	2.50	0	0	0
Tentative Balances	107.50	600.00	0	2.50	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

Holiday - 9/5/2016

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	
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	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	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	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	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
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

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.

Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	100.00	600.00	0	0	0	0	0
Charges	0	0	0	0	0	0	0
Earnings	7.50	0	0	2.50	0	0	0
Tentative Balances	107.50	600.00	0	2.50	0	0	0

Completing a LATS Holiday Timesheet

I am... or I have...

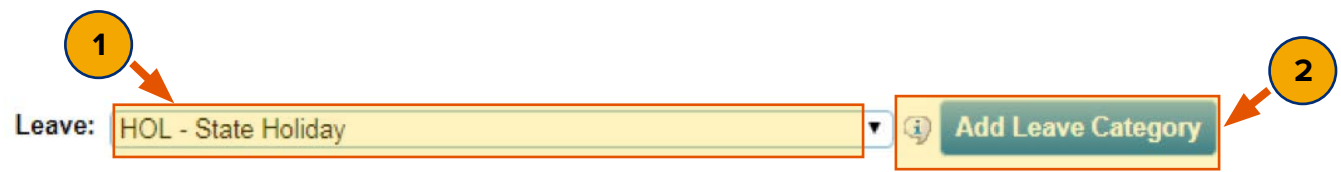
- a full-time employee
- a Holiday Waiver
- DID NOT WORK** for a portion of the day on the holiday that falls on a day that **I AM** regularly required to work
- overtime eligible

Holiday - 9/5/2016

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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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
Earned NonComp	0	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	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
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	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 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	

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.



Balance Projection	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	100.00	600.00	0	0	0	0	0
Charges	0	0	0	0	0	0	0
Earnings	2.50	0	0	2.50	0	0	0
Tentative Balances	102.50	600.00	0	2.50	0	0	0

Completing a LATS Holiday Timesheet

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.

Holiday - 9/5/2016

	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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AWS
Present	<input checked="" type="checkbox"/>	<input checked="" 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 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
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	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



Balances and Earnings							
<u>Balance Projection</u>	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	0	0
Tentative Balances	78.75	153.75	0	0	7.50	0	0



Supplemental Guidance for Manually Adding a Payment

The screenshot shows a web form for adding a payment. The form has the following fields and elements:

- Payment Type:** A dropdown menu with "Holiday Pay" selected. A red box highlights this field, and a callout "1" with a downward arrow points to it.
- Begin Date:** A date field with "9/5/2016" and a calendar icon. A red box highlights this field, and a callout "1" with an arrow points to it.
- Begin Time:** A time selection field. A red box highlights this field, and a callout "1" with a downward arrow points to it.
- End Date:** A date field with "9/5/2016" and a calendar icon. A red box highlights this field, and a callout "1" with an arrow points to it.
- End Time:** A time selection field. A red box highlights this field, and a callout "1" with an upward arrow points to it.
- Scheduled Shift:** A checkbox that is currently unchecked.
- Hours:** A text input field.
- Comments:** A large text area.
- Buttons:** "Add" and "Clear" buttons at the bottom right. A red box highlights the "Add" button, and a callout "2" with an arrow points to it.

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

- 1 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.

- 2 Click Add.