

VETERAN'S DAY REFERENCE GUIDE

Exempt (Salary) Employees

Questions regarding timesheet entry should be emailed to Accounts Payable at apayable@fhsu.edu or call AP at 5948.

*****ALL Exempt employees must submit their timesheet to earn the Holiday Credit*****


Exempt Employee WORKING on Veteran's Day

Scenario: I am an exempt (salary) employee and I **will be working** on Veteran's Day. The **Holiday Time Off – Paid** (Holiday Credit) will automatically populate on my timesheet for Monday. I will report **Holiday Worked Comp Time** in half day or full day increments for hours worked on Monday. This will give me Comp Time credit for the number of hours worked on Monday to be used for future use.

Exempt employees MUST submit their timesheet to earn Holiday Credit and Comp Time

Monday	
Veterans Day Holiday	
Holiday Time Off - Paid	8
⌚ Not Submitted	
Holiday Worked-Comp Time	8 Hours
⌚ Not Submitted	

Navigating to timesheet to add entry:

Menu →  Time → This Week
To add entry, click directly on the date and at the Enter Time dialogue box, click on the Time Entry to change the Time Type to Holiday Worked-Comp Time

Exempt Employee NOT working on Veteran's Day

Scenario: I am an exempt (salary) employee and I **will NOT be working** on Veteran's Day. The **Holiday Time Off – Paid** (Holiday Credit) will automatically populate on my timesheet for Monday. No other entry will be made on Monday and no leave time needs to be recorded.

***Exempt employees must submit their timesheet to earn the Holiday Credit. ***

Monday	
Veterans Day Holiday	
Holiday Time Off - Paid	8
⌚ Not Submitted	