

VETERAN'S DAY REFERENCE GUIDE

Non-Exempt (Hourly) ESSENTIAL Employees

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

Non-Exempt ESSENTIAL Employee working on Veteran's Day and are required to work during the Holiday Shut down

Scenario: I am a non-exempt (hourly) employee, and I will be working on Veteran's Day. I am an essential employee that will be working during the Holiday Shut down. I will record my normal hours for Tuesday, Wednesday, Thursday, and Friday. The **Holiday Time Off – Paid** (Holiday Credit) will automatically populate on my timesheet for Monday. I will report **Holiday Worked Pay – Veteran's Day Only*** for the number of hours worked on Monday. This will give me Holiday Pay 1.5 for the number of hours worked on Monday since I will not be using Holiday Comp Time.

*An essential employee who works second or third shift will record hours worked on Veteran's Day as **Holiday Worked Pay – Veteran's Day (Second Shift) or Holiday Worked – Veteran's Day (Third Shift)** to ensure the employee also receives the Shift Differential pay.

Monday				
Veterans Day Holiday	Regular - Second Shift 8 Hours <input type="radio"/> Not Submitted	Regular - Second Shift 8 Hours <input type="radio"/> Not Submitted		Regular - Second Shift 8 Hours <input type="radio"/> Not Submitted
Holiday Time Off - Paid 8 <input type="radio"/> Not Submitted			Regular - Second Shift 8 Hours <input type="radio"/> Not Submitted	
Holiday Worked Pay - Veteran's Day 8 Hours <input type="radio"/> Not Submitted				