

VETERAN'S DAY REFERENCE GUIDE

Non-Exempt (Hourly) Non-Essential Employees

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

Non-Exempt Employee with Normal Shift – NOT working on Veteran's Day

Scenario: I am a non-exempt (hourly) employee, and I will **NOT** be working on Veteran's Day. I will record my normal hours for Sun and Tues-Sat. 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.

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

Non-Exempt Non-Essential Employee WORKING on Veteran's Day

Scenario: I am a non-exempt (hourly) employee, and I **will be working** on Veteran's Day. I will record my normal hours for Sun and Tues-Sat. The **Holiday Time Off – Paid** (Holiday Credit) will automatically populate on my timesheet for Monday. I will report **Holiday Worked Comp Time – Veteran's Day ONLY** for the number of hours worked on Monday. This will give me Comp Time credit for 1.5 times the number of hours worked on Monday to be used for future use.

****Employees that work second or third shift will use the Holiday Worked Comp Time-Veteran's Day (Second Shift) or Holiday Worked – Veteran's Day (Third Shift) to ensure they get the shift differential pay****

Monday				
Veterans Day Holiday	Regular 8 Hours ⌚ Not Submitted	Regular 8 Hours ⌚ Not Submitted		Regular 8 Hours ⌚ Not Submitted
Holiday Time Off - Paid 8 ⌚ Not Submitted			Regular 8 Hours ⌚ Not Submitted	
Holiday Worked Comp - Veteran's D 8 Hours ⌚ Not Submitted				

Non-Exempt Non-Essential Employee with a non-standard schedule and does not work on Veteran’s Day

Scenario: I am a non-exempt (hourly) employee and I work Tuesday – Friday and Saturday. I normally am scheduled off on Monday’s. I will record my normal hours for Tues-Fri and Sat. The **Holiday Time Off – Paid** (Holiday Credit) will automatically populate on my timesheet for Monday. I will not report any additional time on Monday since this is my scheduled day off. If I have leave time on one of my normally scheduled days, I will need to reduce the leave time by up to 8 hours. I cannot be paid for more than 40 hours if I have not physically worked 40 hours.

Monday					
Veterans Day Holiday	Regular 8 Hours <input type="radio"/> Not Submitted	Regular 8 Hours <input type="radio"/> Not Submitted		Regular 8 Hours <input type="radio"/> Not Submitted	
Holiday Time Off - Paid 8 <input type="radio"/> Not Submitted			Regular 8 Hours <input type="radio"/> Not Submitted		Regular 8 Hours <input type="radio"/> Not Submitted

Part-Time Non-Exempt Non-Essential Employee WORKING on Veteran’s Day

Scenario: I am a Part-Time non-exempt (hourly) employee, and I will be working on Veteran’s Day. I will record my normal hours for Sun and Tues-Sat. The **Holiday Time Off – Paid** (Holiday Credit) will automatically populate on my timesheet for Monday for the number of hours I am normally scheduled to work. I will report **Holiday Worked Comp Time – Veteran’s Day ONLY** for the number of hours worked on Monday. This will give me Comp Time credit for 1.5 time the number of hours worked on Monday to be used for future use.

Monday				
Veterans Day Holiday	Regular 4 Hours <input type="radio"/> Not Submitted	Regular 4 Hours <input type="radio"/> Not Submitted		Regular 4 Hours <input type="radio"/> Not Submitted
Holiday Time Off - Paid 4 <input type="radio"/> Not Submitted			Regular 4 Hours <input type="radio"/> Not Submitted	
Holiday Worked Comp - Veteran's 4 Hours <input type="radio"/> Not Submitted				