

## Self Service – Holiday Pay

The following guidelines for entering holiday pay in Self Service apply to all non-exempt (hourly) staff over 50%:

### Did not work on the Holiday

Non-exempt staff members with a schedule of 50% up to Full Time that did **not** work on the Holiday enter time as follows:

- Select **+ADDITIONAL TIME**
- Select Holiday from the drop down menu.
- Enter your normal shift hours on the day the holiday is observed

Week 12/13/2021 - 12/19/2021 8.00 Total hours Save View Leave B

2SPECPAYROLL • Payroll Specialist  
Carrock, Gary A. • Business Office  
8.00

Earn Type	Mon 12/13	Tue 12/14	Wed 12/15	Thu 12/16	Fri 12/17	Sat 12/18	Sun 12/19	Total
Regular	6.25							
Vacation	1.75							
<span>Remove Vacation</span>								
Choose Earn Type								
Sick								
Bereavement								
Holiday								
Jury Duty								
Personal	8.00	0.00	0.00	0.00	0.00	0.00	0.00	
Double Time								
Holiday Overtime								

for Approval

### Work on the Holiday

- Select **+ADDITIONAL TIME**
- Select Holiday from the drop down menu.
- Enter your normal shift hours on the day the holiday is observed
- Select **+ADDITIONAL TIME** again
- Select Holiday Overtime from the drop down menu.
- Enter your hours worked on the day the holiday is observed

#### Note:

- Temporary employees and Non-exempt employees with a schedule less than 50% are not eligible for paid holidays.