



HUMAN RESOURCES

Illinois State University

How to Report Time Worked on ISU Holidays (Hourly Non-Exempt)

This tutorial will be helpful for *hourly* employees who need to report time worked on ISU Holidays.

Report and submit the worked ISU Holiday time on your timesheet:

- 1) Enter the amount of time you **worked** on the ISU Holiday, using your regular Time Reporting Code (*in this example, on the "1REG – Regular – Shift 1 – Overtime" row*).
- 2) Leave the HOLhours pre-populated "as is" on that day.
- 3) Click the **Submit** button

* The example below is using a timesheet that was "pre-populated" with the standard regular worked hours, ISU Holidays, and AC days. For this example, this employee worked five hours on 12/31. Initially, these days would have pre-populated with just the 7.5 hours of Holiday Time as they are recognized ISU Holidays.

The screenshot shows a 'Timesheet' interface for the period 'From Wednesday 12/16/2015 to Thursday 12/31/2015'. The interface includes a header with 'Employee ID', 'Empl Record 0', and 'Earliest Change Date 11/16/2016'. Below the header is a 'Select Another Timesheet' section with a 'View By' dropdown set to 'Calendar Period' and a date field set to '12/16/2015'. The main grid shows columns for each day from Wednesday 12/16 to Thursday 12/31. The 'Total' column shows 30.00 hours. The 'Time Reporting Code' column shows various codes. The entry for Thursday 12/31 is highlighted with a blue box, showing 5.00 hours worked and 7.50 hours of Holiday Time. A blue circle '1' points to the date field, a blue circle '2' points to the 5.00 entry, and a blue circle '3' points to the 'Submit' button.

Day	Hours	Code
Wed 12/16	7.50	1REG - Regular - Shift 1 - Overtin
Thu 12/17	7.50	1REG - Regular - Shift 1 - Overtin
Fri 12/18	7.50	1REG - Regular - Shift 1 - Overtin
Sat 12/19		
Sun 12/20		
Mon 12/21	7.50	1REG - Regular - Shift 1 - Overtin
Tue 12/22		
Wed 12/23		
Thu 12/24		
Fri 12/25		
Sat 12/26		
Sun 12/27		
Mon 12/28		
Tue 12/29	7.50	AC - Administrative Closure Day
Wed 12/30	7.50	AC - Administrative Closure Day
Thu 12/31	5.00	1REG - Regular - Shift 1 - Overtin
	7.50	HOL - Holiday Time
		SIC - Sick Pay
		VAC - Vacation

- 4) After your hours are approved by your supervisor, click on the Payable Time tab on your timesheet.
- 5) Payable Time will show you that you will be paid overtime ("time and a half") for the hours worked on that day, in addition to your Holiday pay:

Scheduled Hours 90.00 Reported Hours 95.00

From Wednesday 12/16/2015 to Thursday 12/31/2015

Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	Fri 12/25	Sat 12/26	Sun 12/27	Mon 12/28	Tue 12/29	Wed 12/30	Thu 12/31	Total	Time Reporting Code
7.50	7.50	7.50			7.50											30.00	1REG - Regular - Shift 1 - Overtin
						0.00									5.00	5.00	1REG - Regular - Shift 1 - Overtin
						6.00									6.00	6.00	1REG - Regular - Shift 1 - Overtin
													7.50	7.50	15.00	AC - Administrative Closure Day	
							7.50	7.50				7.50			7.50	30.00	HOL - Holiday Time
		0.00			0.00	1.50										1.50	SIC - Sick Pay
							7.50									7.50	VAC - Vacation

Submit

Reported Time Status Summary Exceptions **Payable Time**

Payable Time Viewing Option

By TRC and Status
 By TRC, Status and Day
 Show In Detail

View Full Detail

Payable Time

Date	TRC	Description	TRC Type	Payable Status	Quantity	Currency Code	Estimated Gross
12/16/2015	REG	Regular Pay	Hours	Taken by Payroll	7.50	USD	
12/17/2015	REG	Regular Pay	Hours	Taken by Payroll	7.50	USD	
12/18/2015	REG	Regular Pay	Hours	Taken by Payroll	7.50	USD	
12/21/2015	REG	Regular Pay	Hours	Taken by Payroll	7.50	USD	
12/22/2015	REG	Regular Pay	Hours	Taken by Payroll	6.00	USD	
12/22/2015	SIC	Sick Pay	Hours	Taken by Payroll	1.50	USD	
12/23/2015	VAC	Vacation	Hours	Taken by Payroll	7.50	USD	
12/24/2015	HOL	Holiday Time	Hours	Taken by Payroll	7.50	USD	
12/25/2015	HOL	Holiday Time	Hours	Taken by Payroll	7.50	USD	
12/28/2015	HOL	Holiday Time	Hours	Taken by Payroll	7.50	USD	
12/29/2015	AC	Administrative Closure Day	Hours	Taken by Payroll	7.50	USD	
12/30/2015	AC	Administrative Closure Day	Hours	Taken by Payroll	7.50	USD	
12/31/2015	HOL	Holiday Time	Hours	Taken by Payroll	7.50	USD	
12/31/2015	OVT	Overtime	Hours	Taken by Payroll	5.00	USD	

Leave Balances - click to view

Other things to note regarding reporting time worked on ISU Holidays:

- ✓ Working on ISU Holidays or AC days is at the discretion of your department and whether you are considered essential personnel.
- ✓ How your time is converted into payable time (e.g., Overtime) is dependent on applicable Union Code Guidelines, if any apply to your workgroup classification.

Contact information:

- ✓ For more information on submitting your time, please contact Human Resources at **438-8311**
- ✓ If you are having access issues, please contact **438-4357**
- ✓ For guidance on navigating to your hourly timesheet, please use the following link to the tutorial regarding reporting time for hourly employees:

[How to Report Time for Hourly Non-Exempt Employees](#)