This notice applies to the pay period from 06/28/2012 to 07/11/2012.

This email is being sent as a reminder to please remember to update the hours in Web Time Entry to consider the Independence Day Holiday - Wednesday July 4, 2012

*** Web Time entry Supervisors, please make a special effort to ensure your employees time entries are correct and reflect actual hours worked and, if applicable, holiday pay. If an employee did work on the holiday, please state so in the comment section when approving their timesheet.

I have provided screenshots below for your reference on several different scenarios.

Web Advisor auto-populates the regular work schedule for most employees and does NOT automatically adjust a pay period that includes a holiday.

1. Employees that DO NOT receive holiday pay and DID NOT work on the holiday need to delete any time in the “Hours Worked” column.
2. Employees that receive holiday pay and **DID NOT** work on the holiday need to **delete** the time in the “Hours Worked” column then **input 7.5 hours in “Other Time Hours”** and **select Holiday Pay in the “Other Time Types” drop down menu.**

***Note for Exempt Employees - It is highly recommended that exempt employees complete this step as accurate reports can be generated on hours worked and holiday hours if web time entries were consistent in all pay classifications (ie, hourly, salaried, administrative).***
3. Full time hourly employees that receive holiday pay **AND were authorized to work on the holiday** will **input** the hours actually worked in the “Hours Worked” column **AND** input **7.5 hours** in “Other Time Hours” and select Holiday Pay in the “Other Time Types” drop down menu.

**Please note:** If Exempt Employees **WORK** or have **PROFESSIONAL LEAVE** on a holiday they are **REQUIRED** to submit a paper time sheet (signed by the supervisor) to the payroll department as well as completing web-time entry.

4. Employees that **DO NOT** receive holiday pay and **AND were authorized to work on the holiday** will **input** the hours actually worked in the “Hours Worked” column.

**Supervisors –** Remember to write a note in the comment section stating the employee did actually work on the holiday.
5. **Non-Exempt** employees (hourly) that are working a **FLEX-SCHEDULE** during a week with a holiday.

*** Only 7.50 hours are provided to full time employees for holiday pay.

Ctrl Click on: **How to Enter Flex-Time in Web Time Entry - for Exempt employees** for additional information for **Exempt** (Salaried) employees regarding **Flex Schedules and Web-Time Entry**. It is also available on the payroll website at: http://www.hccfl.edu/gwsc/admin-and-finance/departments/finance/departments/payroll/notices.aspx

*** For new employees, or employees that need a refresher, online training for Web Time Entry is available through PDWS @ http://hccl.mrooms3.net

If you have any questions, please feel free to contact me (253-7513) or Helen Dobbins (253-7098). Thank you!

**Lorinda**

Lorinda Stroup, Payroll Manager
Email: lstroup@hccfl.edu (phone) (813) 253-7513  (fax) (813) 253-7558
Payroll Email: Payroll@hccfl.edu