This notice applies to the pay period from 11/01/2012 to 11/14/2012.

This email is being sent as a reminder to please remember to update the hours in Web Time Entry to consider the Veteran’s Day Holiday on Monday November 12, 2012.

**Full-Time Faculty members** do not need to take any action in Web Time Entry for the Veteran’s Day Holiday. Hence, no changes are required.

***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.

   ![Screenshot 1](image1.png)

   **DELETE**

   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 (e.g., hourly, salaried, administrative).

   ![Screenshot 2](image2.png)

   **DELETE**

   Then….
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 – Please write a note in the comment section stating the employee did actually work on the holiday.**

*** For new employees, or employees that need a refresher, online training for Web Time Entry is available through PDWS @ http://hccfl.mrooms3.net. Under Available Courses (on the left of the web page) - Expand:Online Modules then - Expand Web Time Entry Online Training for all HCC Employees then select the webinar you wish.

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

Thank you and have a great day!

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