This notice applies to the pay period from 01/09/2014 to 01/22/2014.

This is a reminder to please remember to update the hours in Web Time Entry to consider the Dr. Martin Luther King Holiday - Monday, January 20, 2014. This notice does not apply to Full-Time Faculty

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

*** 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.

   Supervisors, please be conscientious of part-time employees that enter time on the holiday.

![Time Entry Table]

DELETE
2. 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 indicate the employee did actually work on the holiday and the reason why in the comment section. (This does not apply to Public Safety)**
3. 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.

*** Only **7.50** hours are provided to full time employees for holiday pay. ***
4. 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 to receive comp time or additional compensation.

For Exempt employees working a Flex Schedule during this pay period please click here to go to the Payroll website and then click on: How to Enter Flex-Time in Web Time Entry - for Exempt employees.

*** For new employees, or employees that need a refresher, online training for Web Time Entry is available through PDWS @ http://hccfl.mrooms3.net. Click on Online Training and then Web Time Entry Online Training for All HCC Employees.

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.

Lorinda Stroup,  
Payroll Manager