**EXAMPLE:** Non-Exempt Holiday Leave and Annual Leave

Holiday Leave will be entered automatically on the web time sheets of eligible employees with the hours based on the full-time or part-time status of the employee. Full-time employees are eligible for no more than 8 hours of holiday pay per day for UA designated holidays. The holiday pay for part-time employees is based on their assigned hours per pay period. As an example, a part-time employee whose assignment is for 40 hours a pay period will be eligible for 4 hours of Holiday Leave for each paid holiday.

The example below shows a combination of work (not on the holiday), annual leave and holiday hours during the pay period.

If hours need to be reported that include a partial hour, minutes should be entered as the decimal equivalent of an hour. A link to a chart for converting minutes to decimals is included on the web time sheet.

Earnings code **400** is used to indicate Holiday Leave Pay hours taken.

Earnings code **500** is used to indicate Annual Leave hours taken.

This example is for a non-exempt, regular, full-time employee. Part-time employees should enter hours based on their work schedules.

Use your mouse or tab key to navigate to the date column of the earnings code/fund/orgn line to enter time. Enter the actual hours worked on the actual days worked. For instructions on how to enter time, an earnings code descriptions list, a chart converting minutes to decimals, submission timelines, and other helpful documents, please visit the Web Timesheet Entry web page.

If your screen size does not accommodate your entire time sheet, you can use Ctrl+ and Ctrl- to zoom the page in and out in most browsers.

If you have suggestions for improving the web time sheet process, please provide feedback to the project team.

**Time Sheet**
- **Title and Number:** Job Title – PCN
- **Employee Class:** NR – NonExempt Staff - Regular
- **Department and Number:** Unit – TKL
- **Time Sheet Period:** November 16, 2014 to November 29, 2014 (R25)
- **Scheduled Pay Date:** December 12, 2014
- **Submit By Date:** December 1, 2014 by 11:59am

View Default Labor Distribution

| # | Earnings Code       | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1 | Regular Pay (010)  | ☑️  | 40  | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   |
| 2 | Holiday Leave Pay (400) | ☑️ | 16  |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 3 | Annual Leave (500)  | ☑️  | 24  |     |     |     | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   |
| 4 | Total               | ☑️  | 80  | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   |

Unless you need to make a correction to your labor distribution, just allow the default accounting to be used here.

NOTE: Although an electronic time sheet has been used for this example, the earnings code and procedure for entering leave hours are the same for paper time sheets. If a paper time sheet needs to be submitted, it should be completed in blue or black ink and approved by the appropriate supervisor.