

Coding a holiday week with an alternate schedule in eTime

An alternate schedule is anything other than a Monday-Friday 8 hours per day schedule. Regardless of your daily work schedule, full time employees only receive a maximum 8 hours of holiday time off on recognized holidays.

The following examples are based on an alternate schedule with a 10 hour shift.

If the holiday falls on your regular work day, your timesheet in eTime will default to the following:

- 8 hours HO
- 2 hours RG
- ❖ If you do not work on the holiday and are not adjusting your schedule for the week, change the additional hours on the holiday to paid leave (VA, PB, etc.):
 - 8 hours HO
 - 2 hours paid leave (VA, PB, etc.)
- ❖ If you do not work the holiday and are adjusting your schedule for the week:
 - Delete the 2 hours of RG on the holiday by checking the delete box to the right
 - Adjust the RG hours for the remaining days in the work week so the week equals 40 hours.
- ❖ If you work the holiday:
 - 8 hours HO
 - 2 hours RG
 - Record up to 8 hours HP* for actual hours worked
 - Record 2 HT* if full 10 hours is worked

If the holiday falls on your regularly scheduled day off, your timesheet in eTime will default to the following:

- 8 hours CTS
- ❖ If you are not adjusting your schedule for the week, no action is needed. You will earn 8 hours of comp time straight (CTS) for the holiday falling on your day off
- ❖ If you are adjusting your schedule for the week:
 - Adjust the RG hours for the remaining days in the work week so the week equals 40 hours
 - Change the CTS to HO for 8 hours on the holiday

The following example is based on an alternate schedule with a 4 hour shift

If the holiday falls on your regular work day and your daily schedule is less than 8 hours, eTime will default to the following:

- 4 hours HO
- 4 hours CTS

****Contact your payroll office for assistance in recording holiday premium codes for hours worked on a holidays or for other scenarios not outlined in this handout.***

<http://www.oregon.gov/DAS/EGS/FBS/OSPS/Pages/agencypayrollsites.aspx>