



# HUMAN RESOURCES

Illinois State University

## How to Report Time Worked on ISU Holidays (Hourly Non-Exempt)

This tutorial will be helpful for *hourly* employees who need to report time worked on ISU Holidays.

Report and submit the worked ISU Holiday time on your timesheet:

- 1) Enter the amount of time you **worked** on the ISU Holiday, using your regular Time Reporting Code (in this example, on the “1REG – Regular – Shift 1 – Overtime” row).\*
- 2) Leave the HOLhours pre-populated “as is” on that day.
- 3) Click the **Submit** button

\* The example below is using a timesheet that was “pre-populated” with the standard regular worked hours, ISU Holidays, and AC days. For this example, this employee worked five hours on 12/31. Initially, these days would have pre-populated with just the 7.5 hours of Holiday Time as they are recognized ISU Holidays.

Timesheet

Employee ID  
Empl Record 0  
Earliest Change Date 11/16/2016

Actions ▾

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period  
\*Date 12/16/2015

Scheduled Hours 90.00 Reported Hours 95.00

From Wednesday 12/16/2015 to Thursday 12/31/2015

Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	Fri 12/25	Sat 12/26	Sun 12/27	Mon 12/28	Tue 12/29	Wed 12/30	Thu 12/31	Total	Time Reporting Code
7.50	7.50	7.50			7.50										5.00	30.00	1REG - Regular - Shift 1 - Overtin
															5.00	5.00	1REG - Regular - Shift 1 - Overtin
						6.00										6.00	1REG - Regular - Shift 1 - Overtin
													7.50	7.50		15.00	AC - Administrative Closure Day
								7.50	7.50			7.50			7.50	30.00	HOL - Holiday Time
		0.00				1.50										1.50	SIC - Sick Pay
							7.50									7.50	VAC - Vacation

Submit

- 4) After your hours are approved by your supervisor, click on the Payable Time tab on your timesheet.
- 5) Payable Time will show you that you will be paid overtime (“time and a half”) for the hours worked on that day, in addition to your Holiday pay:

Scheduled Hours 90.00    Reported Hours 95.00

From Wednesday 12/16/2015 to Thursday 12/31/2015

Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	Fri 12/25	Sat 12/26	Sun 12/27	Mon 12/28	Tue 12/29	Wed 12/30	Thu 12/31	Total	Time Reporting Code
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						6.00									6.00	6.00	1REG - Regular - Shift 1 - Overtin
													7.50	7.50		15.00	AC - Administrative Closure Day
								7.50	7.50			7.50			7.50	30.00	HOL - Holiday Time
		0.00			0.00	1.50										1.50	SIC - Sick Pay
							7.50									7.50	VAC - Vacation

Submit

Reported Time Status | Summary | Exceptions | **Payable Time** (4)

Payable Time Viewing Option

- By TRC and Status
- By TRC, Status and Day
- Show In Detail

[View Full Detail](#)

Payable Time (5)

Date	TRC	Description	TRC Type	Payable Status	Quantity	Currency Code	Estimated Gross
12/16/2015	REG	Regular Pay	Hours	Taken by Payroll	7.50	USD	
12/17/2015	REG	Regular Pay	Hours	Taken by Payroll	7.50	USD	
12/18/2015	REG	Regular Pay	Hours	Taken by Payroll	7.50	USD	
12/21/2015	REG	Regular Pay	Hours	Taken by Payroll	7.50	USD	
12/22/2015	REG	Regular Pay	Hours	Taken by Payroll	6.00	USD	
12/22/2015	SIC	Sick Pay	Hours	Taken by Payroll	1.50	USD	
12/23/2015	VAC	Vacation	Hours	Taken by Payroll	7.50	USD	
12/24/2015	HOL	Holiday Time	Hours	Taken by Payroll	7.50	USD	
12/25/2015	HOL	Holiday Time	Hours	Taken by Payroll	7.50	USD	
12/28/2015	HOL	Holiday Time	Hours	Taken by Payroll	7.50	USD	
12/29/2015	AC	Administrative Closure Day	Hours	Taken by Payroll	7.50	USD	
12/30/2015	AC	Administrative Closure Day	Hours	Taken by Payroll	7.50	USD	
12/31/2015	HOL	Holiday Time	Hours	Taken by Payroll	7.50	USD	
12/31/2015	OVT	Overtime	Hours	Taken by Payroll	5.00	USD	

Leave Balances - click to view

Other things to note regarding reporting time worked on ISU Holidays:

- ✓ Working on ISU Holidays or AC days is at the discretion of your department and whether you are considered essential personnel.
- ✓ How your time is converted into payable time (e.g., Overtime) is dependent on applicable Union Code Guidelines, if any apply to your workgroup classification.

Contact information:

- ✓ For more information on submitting your time, please contact Human Resources at **438-8870**
- ✓ If you are having access issues, please contact **438-4357**
- ✓ *For guidance on navigating to your hourly timesheet, please use the following link to the tutorial regarding reporting time for hourly employees:*

[How to Report Time for Hourly Non-Exempt Employees](#)