

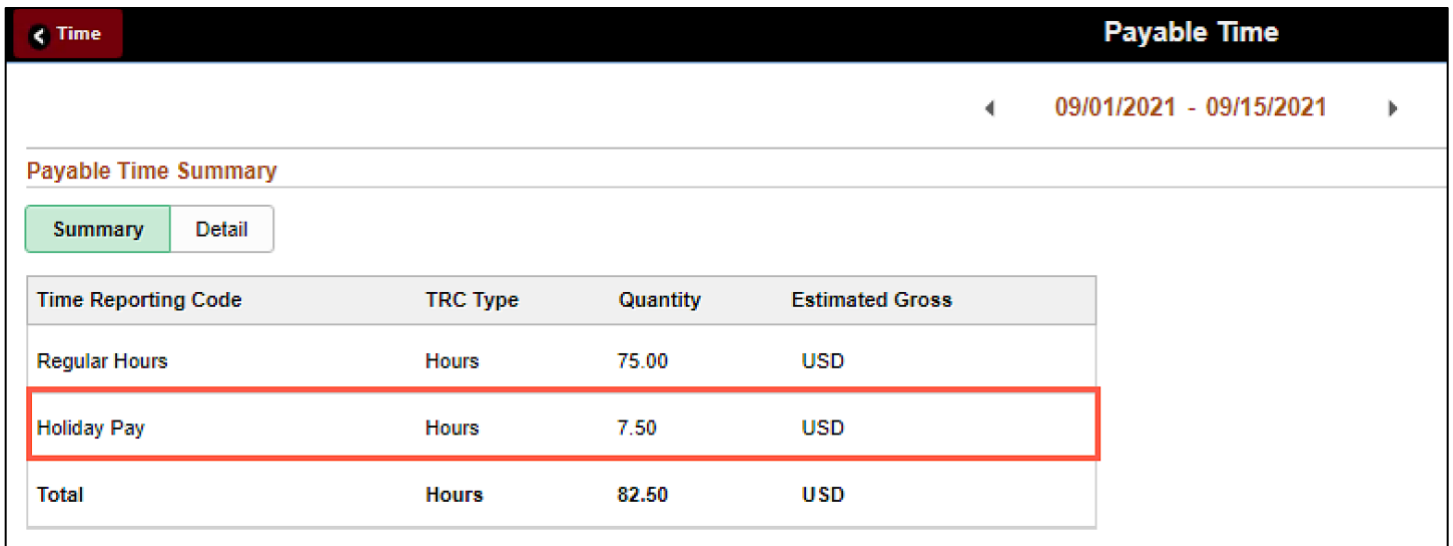
This quick reference guide outlines how holidays are managed in the Time and Absence System.

Instructions for Holiday Eligible Employees:

Employee did not work and observed the UofSC Holiday:

- Time entry field on timesheet should remain blank on that day
- The Holiday will not show on the timesheet as previously did in ITAMS
- Holiday will be seen in the payable time summary once the time administration process runs on the holiday, independent of timesheet approval (shown below)

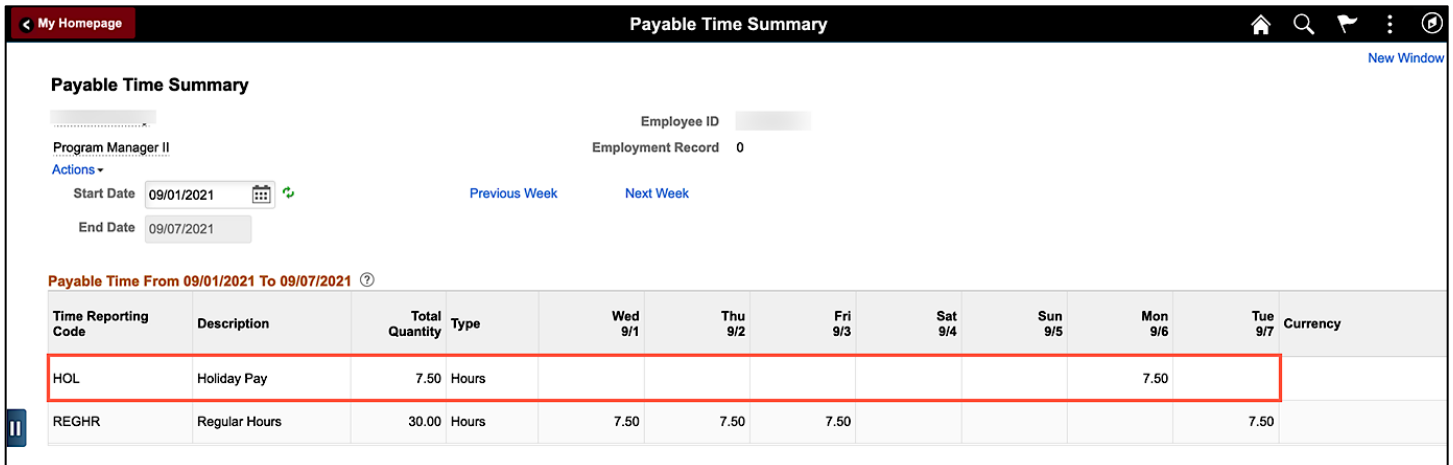
View Payable Time in Employee Self Service. [Here](#) is a job aid to view payable time in Employee Self Service.



The screenshot shows the 'Payable Time' section in Employee Self Service. It includes a date range of 09/01/2021 - 09/15/2021 and a 'Payable Time Summary' table with two tabs: 'Summary' and 'Detail'. The 'Summary' tab is active, showing a table with columns: Time Reporting Code, TRC Type, Quantity, and Estimated Gross.

Time Reporting Code	TRC Type	Quantity	Estimated Gross
Regular Hours	Hours	75.00	USD
Holiday Pay	Hours	7.50	USD
Total	Hours	82.50	USD

View Payable Time Summary in the Time and Absence Workcenter. [Here](#) is a job aid to view payable time summary for an employee in the Time and Absence Workcenter.



The screenshot shows the 'Payable Time Summary' in the Time and Absence Workcenter. It includes fields for Employee ID, Program Manager II, and Employment Record. It also shows date selection for Start Date (09/01/2021) and End Date (09/07/2021). The main table is titled 'Payable Time From 09/01/2021 To 09/07/2021' and has columns for Time Reporting Code, Description, Total Quantity, Type, and days of the week (Wed 9/1, Thu 9/2, Fri 9/3, Sat 9/4, Sun 9/5, Mon 9/6, Tue 9/7), along with a Currency column.

Time Reporting Code	Description	Total Quantity	Type	Wed 9/1	Thu 9/2	Fri 9/3	Sat 9/4	Sun 9/5	Mon 9/6	Tue 9/7	Currency
HOL	Holiday Pay	7.50	Hours						7.50		
REGHR	Regular Hours	30.00	Hours	7.50	7.50	7.50				7.50	

University of South Carolina
Time and Absence System
Managing Paid Holidays in the Time and Absence System

Employee worked on the USC Holiday:

- ***Salary non-exempt:*** Staff employees in FTE, Research Grant, or Time Limited positions who enter all time worked into the timesheet. These employees are often referred to as 'Salaried Non-Exempt' (your offer letter mentioned an FLSA Status of Non-Exempt but referenced an annual salary amount not an hourly rate as shown for Hourly employees).
 - Enter hours worked on the timesheet using the REGHR-Regular time reporting code
 - Will receive holiday compensatory time at an hour for hour rate for all hours worked on the holiday
 - Regular Holiday Pay will be shown in payable time summary
 - Holiday hours will not show on the timesheet as previously did in ITAMS
- ***Salary exempt:*** Staff and faculty employees in FTE, Research Grant, or Time Limited positions who are Exempt from the FLSA and as such do not enter regular working hours into a timesheet. These employees only do exception time reporting in a timesheet (working on a holiday or hazardous weather). They are often referred to as 'Salaried Exempt' (your offer letter mentioned an FLSA Status of Exempt and referenced an annual salary amount).
 - Enter hours worked on the timesheet using the HOLEX-Worked a Holiday time reporting code
 - Will receive holiday compensatory time at an hour for hour rate for all hours worked up to average workday
 - Holiday will be seen in the payable time summary once processed
 - Holiday hours will not show on the timesheet as previously did in ITAMS

Instructions for Non-Holiday Eligible Employees:

- ***Hourly Temps and Students***
 - Enter hours worked on the timesheet using the REGHR-Regular Hours time reporting code
 - Will receive payment at their normal hourly rate for hours worked