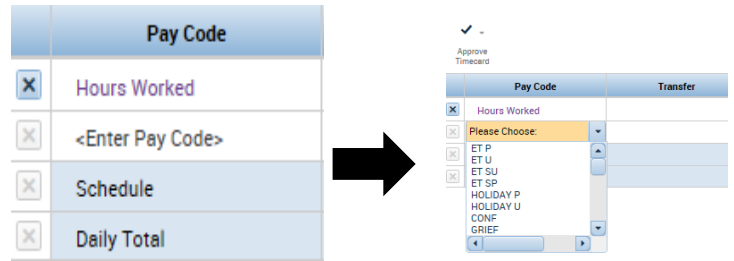


Exempt Employees Adding ETP/Holiday hours: (Instructions on how to deduct Holiday hours included)

1. Select "Enter Pay Code" and select ETP/Holiday



2. Add the hours needed to the days you used ETP/Holiday

Pay Code	Transfer	Sun 12/10	Mon 12/11
Hours Worked			8.0
ET P			8.0
<Enter Pay Code>			
Schedule			8:30AM-4:30PM
Daily Total			16.0

Note: There is too many hours in the total! Must erase one

3. Erase the pre-populated hours so that the total amount of hours is equal to a typical work day

Pay Code	Transfer	Sun 12/10	Mon 12/11
Hours Worked			
ET P			8.0
<Enter Pay Code>			
Schedule			8:30AM-4:30PM
Daily Total			8.0

Note: This is a correct amount of hours for this employee

4. Click Save!
5. Click approve!

***If you plan to work on a Holiday, to deduct Holiday hours: ***

1. Follow steps 1-2 above
2. Enter -8.0 hours
3. Check that total hours match correct amount of hours worked
4. Click Save!