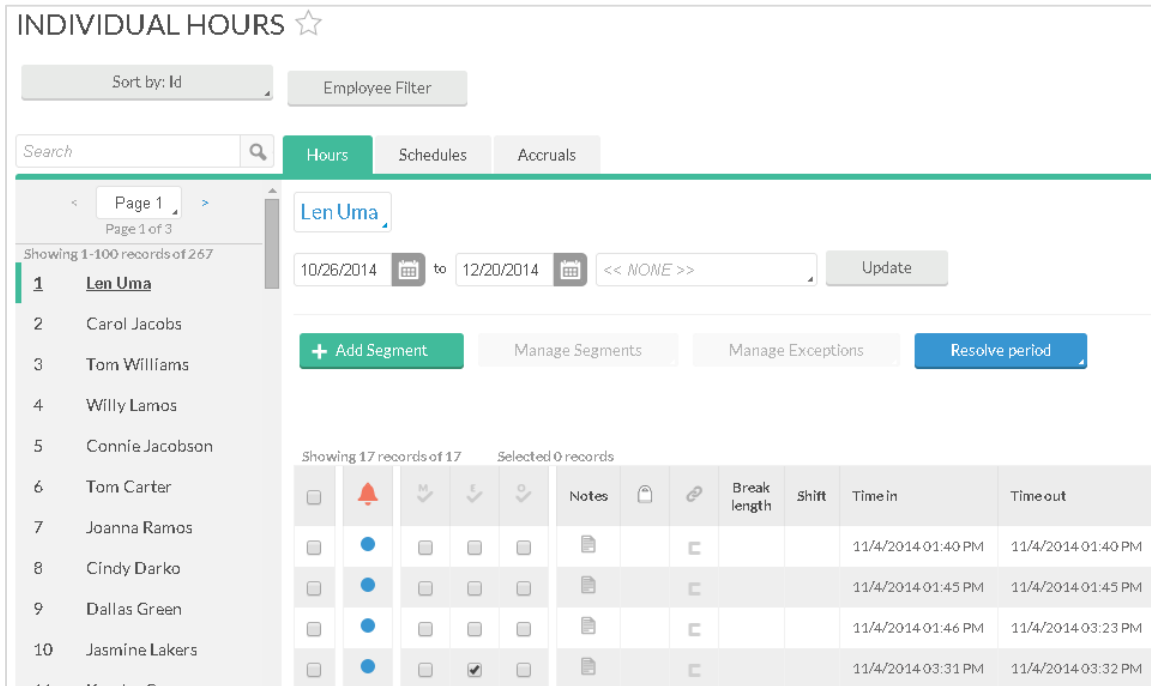


Adding A Holiday Segment



INDIVIDUAL HOURS ☆

Sort by: Id Employee Filter

Search

Hours Schedules Accruals

Page 1 of 3

Showing 1-100 records of 267

1 Len Uma

2 Carol Jacobs

3 Tom Williams

4 Willy Lamos

5 Connie Jacobson

6 Tom Carter

7 Joanna Ramos

8 Cindy Darko

9 Dallas Green

10 Jasmine Lakers

11 ...

12/26/2014 to 12/20/2014 << NONE >> Update

+ Add Segment Manage Segments Manage Exceptions Resolve period

Showing 17 records of 17 Selected 0 records

					Notes		Break length	Shift	Time in	Time out
									11/4/2014 01:40 PM	11/4/2014 01:40 PM
									11/4/2014 01:45 PM	11/4/2014 01:45 PM
									11/4/2014 01:46 PM	11/4/2014 03:23 PM
									11/4/2014 03:31 PM	11/4/2014 03:32 PM

The **Individual Hours** screen is where you can add, edit, and review employee hours.

On the left side of the screen, you will see a list where the first 100 employees will appear. Specific employees can be displayed using the **Filter** button. Employees can also be filtered by typing in a name or number into the **Search** bar. Clicking the **X** button to the right of the search bar will revert the list to the previous settings.

Once you have selected an employee, their information should appear at the top of the screen. You will be able to see the employee's name, as well as the number of Regular, Overtime 1, and Overtime 2 hours worked.

Adding a Holiday Segment

1. Click on the **Add** button to access the **Add Segment** window.
2. Check the **Time Sheet Entry** entry box on the left hand side of the screen/window. This will enable the Hours field and allow you to enter in a segment length.
3. Enter the date of the holiday in the **Time in** window. You can use the calendar to select a date or the clock icon to enter a time as well as manually entering in those numbers.
4. Enter the appropriate hours (8 for eligible full-time, prorated for part-time employees).
5. Select the Holiday job code in the **Job Code** window.

Individual Hours Essentials

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