

Shift Work Options and Holiday Pay

Normal Shift is 10pm-630am Sunday-Thursday

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
8	8	8	8	8			40	REG

Holiday is on a Work Day and you do not work

Holiday								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
8		8	8	8			32	REG
	8	(DO NOT ENTER System will add 8)					8	HOL

Holiday is on a work day and you do work

Holiday								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
8		8	8	8			32	REG
	8	(DO NOT ENTER System will add 8)					8	HOL
	8						12	HOA (Accrue) or HOW (Paid)

Holiday is on a work day and you do work but take another day off

Holiday								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
		8	8	8			24	REG
	8	(DO NOT ENTER System will add 8)					8	HOL
	8						12	HOA (Accrue) or HOW (Paid)