

EXAMPLE 09A:	Paid Holiday (Full-Time Permanent Employee)
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- Employee works regular work schedule (Mon-Fri, 8am-5pm) except for Wednesday, a University Holiday.

TIM SYSTEM:

Note: The University Holiday will not appear in TIM until the employee has entered time in that work week. Holidays are not recorded for EPA employees.

DAY	Pay Code	Paid Hrs Not Worked	IN	OUT	IN	OUT	Hours Worked	Cumul. Hrs.	On-Call Hrs	
MON			8a	12p	1p	5p	8.0	8.0		
TUE			8a	12p	1p	5p	8.0	16.0		
WED	Holiday	8.0						24.0		
THU			8a	12p	1p	5p	8.0	32.0		
FRI			8a	12p	1p	5p	8.0	40.0		
SAT										
SUN										
TOTALS:		8.0					32.0	40.0	-	
Total Pay Hours Worked:			32.0				AW ETO:	-	CTO:	-
Total Pay Hrs (not worked):			8.0				H.Prem:	-	TTO:	-
Hrs Eligible for OT Pay:			-				Hol ETO:	-	OCTO:	-

EXAMPLE 9B:	Paid Holiday (Part-Time Permanent Employee – 0.75 FTE)
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- The employee is regularly scheduled 30 hours per week (75% of Full-Time Equivalent [FTE]).
- The employee is eligible for 6 hours for each Paid Holiday (8 hrs x 0.75 = 6 hrs).
- It does not matter how many hours the employee was regularly scheduled to work on the holiday date; the compensation is based on the employee's FTE.

TIM SYSTEM:

Note: In the TIM system, only part-time FTEs of 0.5, 0.75, and 0.8 are automated for recorded Holiday hours. Paid holidays for all other part-time FTEs must be manually entered by the TIM Admin.

DAY	Pay Code	Paid Hrs Not Worked	IN	OUT	IN	OUT	Hours Worked	Cumul. Hrs.	On-Call Hrs	
MON			8a	11a	12p	3p	6.0	6.0		
TUE			8a	11a	12p	3p	6.0	12.0		
WED	Holiday	6.0						18.0		
THU			8a	11a	12p	3p	6.0	24.0		
FRI			8a	11a	12p	3p	6.0	30.0		
SAT										
SUN										
TOTALS:		6.0					24.0	30.0	-	
Total Pay Hours Worked:			24.0				AW ETO:	-	CTO:	-
Total Pay Hrs (not worked):			6.0				H.Prem:	-	TTO:	-
Hrs Eligible for OT Pay:			-				Hol ETO:	-	OCTO:	-