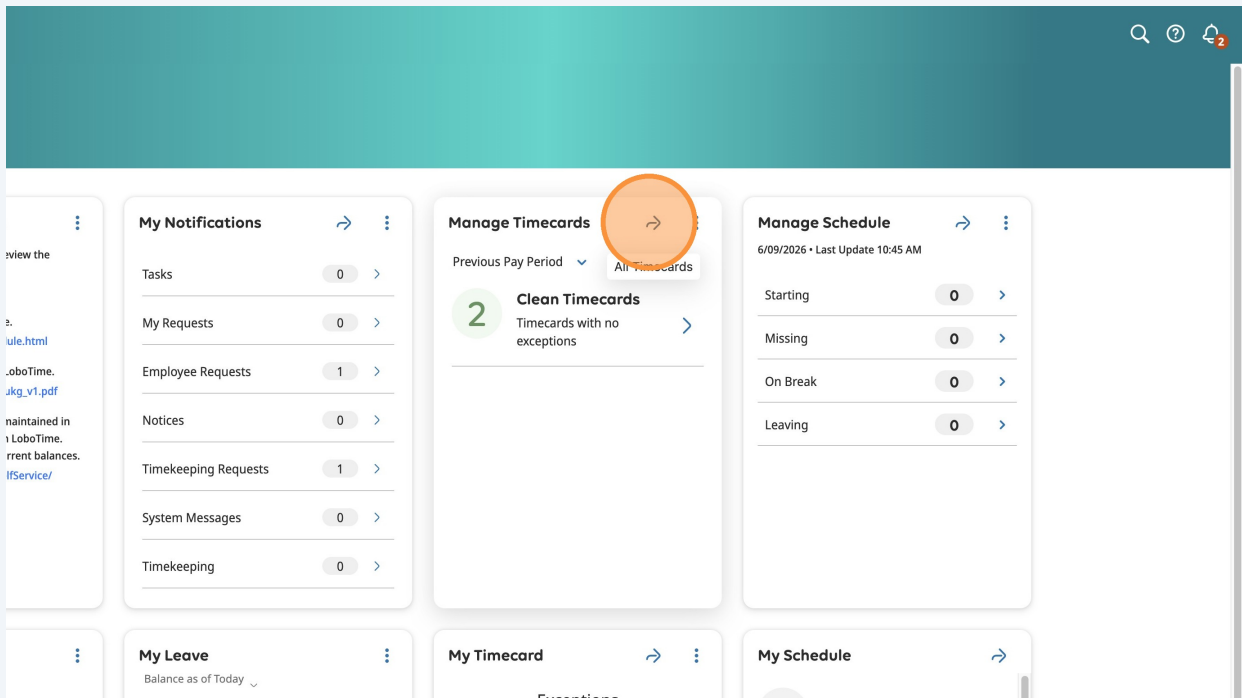


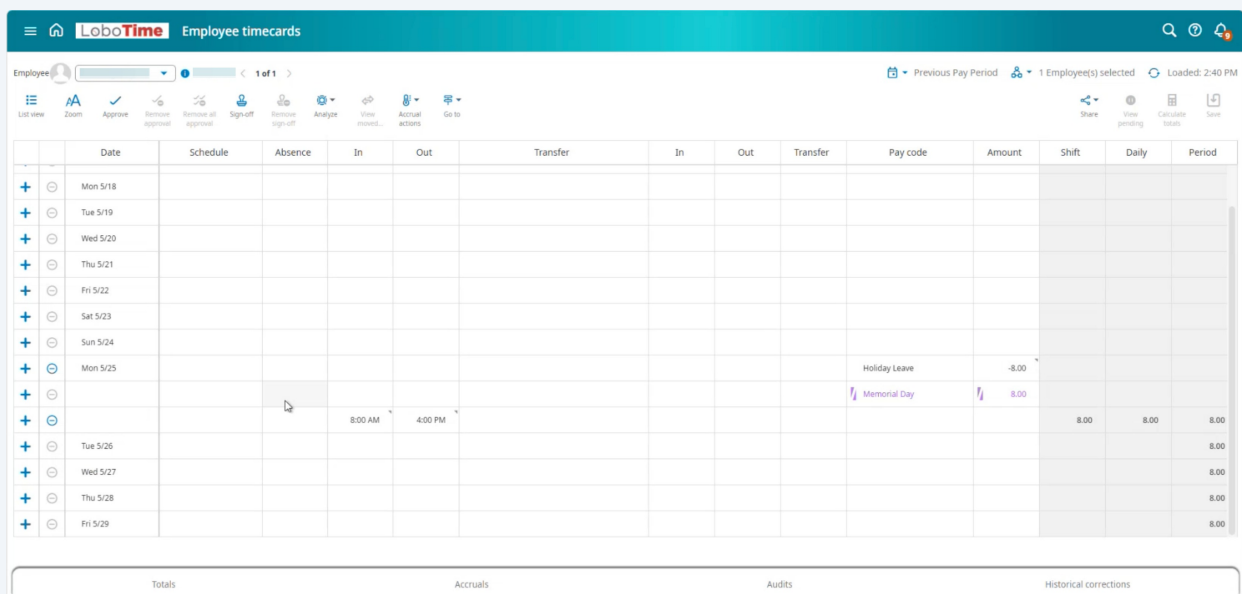
# Taking an Alternate Holiday (different pay cycles)

## 1 Click **Manage Timecards**



The screenshot shows the LoboTime dashboard. The 'Manage Timecards' button is highlighted with an orange circle. A green circle with the number '2' is placed over the 'Clean Timecards' link within the 'Manage Timecards' panel. Other panels include 'My Notifications', 'Manage Schedule', 'My Leave', 'My Timecard', and 'My Schedule'.

## 2 Open the **employee's** timecard for the pay period containing the holiday.



The screenshot shows the 'Employee timecards' interface. The table below displays the timecard for an employee, with a holiday leave entry on Mon 5/25.

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
+ ⊖	Mon 5/18													
+ ⊖	Tue 5/19													
+ ⊖	Wed 5/20													
+ ⊖	Thu 5/21													
+ ⊖	Fri 5/22													
+ ⊖	Sat 5/23													
+ ⊖	Sun 5/24													
+ ⊕	Mon 5/25									Holiday Leave	-8.00			
+ ⊖										Memorial Day	8.00			
+ ⊕				8:00 AM	4:00 PM							8.00	8.00	8.00
+ ⊕	Tue 5/26													8.00
+ ⊕	Wed 5/27													8.00
+ ⊕	Thu 5/28													8.00
+ ⊕	Fri 5/29													8.00

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On that same holiday date, **add a new row**. In **Pay Code**, select **Holiday Leave** and in Hours enter -8.00. This zeros out the Holiday Leave for that day.

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
+ ⊖	Mon 5/18													
+ ⊖	Tue 5/19													
+ ⊖	Wed 5/20													
+ ⊖	Thu 5/21													
+ ⊖	Fri 5/22													
+ ⊖	Sat 5/23													
+ ⊖	Sun 5/24													
+ ⊖	Mon 5/25													
+ ⊖										Memorial Day	8.00			
+ ⊖				8:00 AM	4:00 PM							8.00	16.00	16.00
+ ⊖	Tue 5/26													16.00
+ ⊖	Wed 5/27													16.00
+ ⊖	Thu 5/28													16.00

4

Add **8 hrs Comp Time Earned 1.0**.

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
+ ⊖	Mon 5/18													
+ ⊖	Tue 5/19													
+ ⊖	Wed 5/20													
+ ⊖	Thu 5/21													
+ ⊖	Fri 5/22													
+ ⊖	Sat 5/23													
+ ⊖	Sun 5/24													
+ ⊖	Mon 5/25									Comp Time Earn 1.0	8.00			
+ ⊖										Holiday Leave	-8.00			
+ ⊖										Memorial Day	8.00			
+ ⊖				8:00 AM	4:00 PM							8.00	16.00	16.00
+ ⊖	Tue 5/26													16.00
+ ⊖	Wed 5/27													16.00
+ ⊖	Thu 5/28													16.00

## 5 Click Save

The screenshot shows the LoboTime Employee timecards interface. The top navigation bar includes the LoboTime logo and the title 'Employee timecards'. Below the navigation bar, there are several icons for actions like 'List view', 'Zoom', 'Approve', 'Remove approval', 'Sign-off', 'Remove sign-off', 'Analyze', 'View moves...', 'Accrual actions', and 'Go to'. On the right side, there are icons for 'Previous Pay Period', '1 Employee(s) selected', and 'Loaded: 2:42 PM'. A 'Save' icon is circled in orange in the top right corner. The main table displays a grid of dates from Mon 5/18 to Thu 5/28. The 'Amount' column shows values for 'Comp Time Earn 1.0' (8.00), 'Holiday Leave' (-8.00), and 'Memorial Day' (8.00). The 'Shift' column shows '8.00' for Memorial Day. The 'Daily' and 'Period' columns show '16.00' for Memorial Day. At the bottom, there are sections for 'Totals', 'Accruals', 'Audits', and 'Historical corrections'.

## 6 On the day they want off: Enter **Comp Time Taken (1.0)** Enter **8 hours**

The screenshot shows the LoboTime Employee timecards interface. The top navigation bar includes the LoboTime logo and the title 'Employee timecards'. Below the navigation bar, there are several icons for actions like 'List view', 'Zoom', 'Approve', 'Remove approval', 'Sign-off', 'Remove sign-off', 'Analyze', 'View moves...', 'Accrual actions', and 'Go to'. On the right side, there are icons for 'Current Pay Period', '1 Employee(s) selected', and 'Loaded: 2:42 PM'. A 'Save' icon is circled in orange in the top right corner. The main table displays a grid of dates from Sat 5/30 to Fri 6/12. The 'Date' column for Mon 6/01 is circled in orange. The 'Amount' column for Mon 6/01 shows 'Comp Time Taken 1.0' and '8.00', with an orange arrow pointing to the '8.00' value. The 'Shift' column shows '8.00' for Mon 6/01. The 'Daily' and 'Period' columns show '8.00' for Mon 6/01. At the bottom, there are sections for 'Totals', 'Accruals', 'Audits', and 'Historical corrections'.