

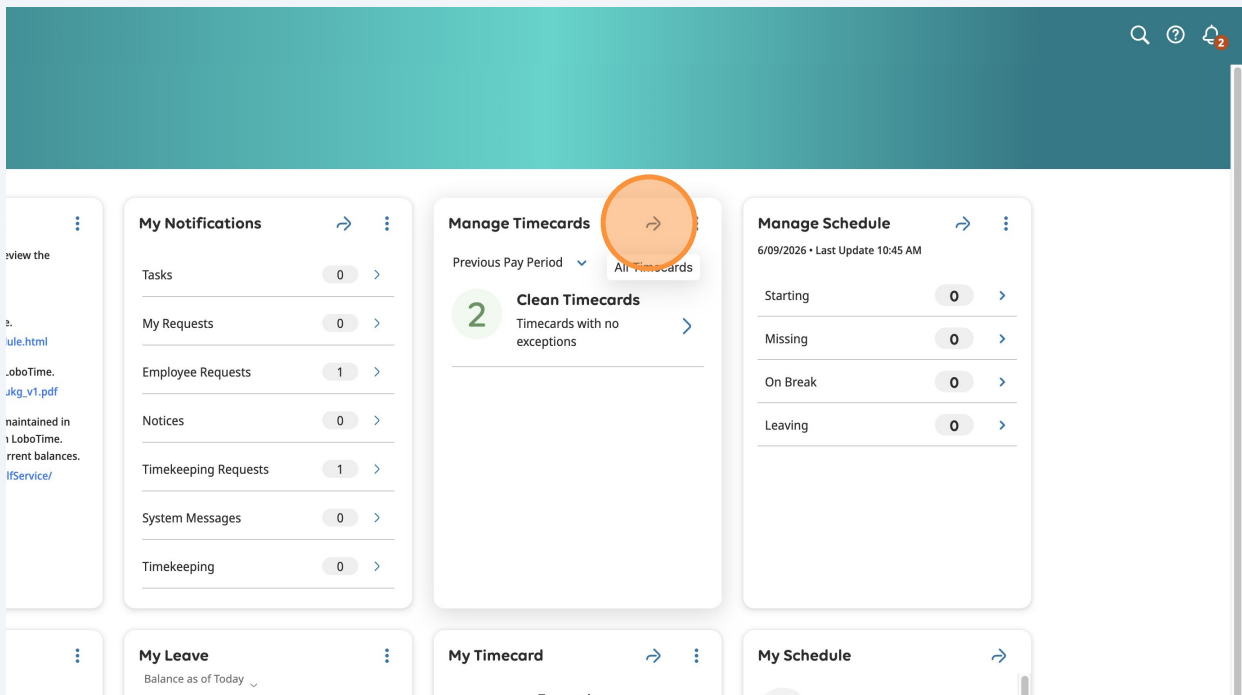
Taking an Alternate Holiday (same pay cycles)

When a designated holiday falls on an employee's regularly scheduled day off, or when the employee is required to work on the holiday and elects an alternate day off with supervisor approval, the holiday may be observed on another workday within the same pay period.



In the timekeeping system, the 8 hours of holiday leave must be reduced or removed from the actual holiday date and re-entered on the approved alternate day within the same pay cycle, so that total holiday leave does not exceed 8 holiday.

1 Click **Manage Timecards**



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

The screenshot shows the LoboTime Employee timecards interface. The employee selected is MacGregor, Sybil. The timecard displays a grid for dates from Sat 5/16 to Fri 5/29. A row for Mon 5/25 is highlighted, showing a pay code of 'Memorial Day' and an amount of 8.00. The interface includes various action buttons like 'Approve', 'Sign-off', and 'Accrual actions'.

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
+	Sat 5/16													
+	Sun 5/17													
+	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	8.00
+	Tue 5/26												8.00	8.00
+	Wed 5/27												8.00	8.00
+	Thu 5/28												8.00	8.00
+	Fri 5/29												8.00	8.00

3 Add Row.

The screenshot shows the LoboTime Employee timecards interface for MacGregor, Sybil. An orange arrow points to the '+' button in the left margin of the table, indicating the action to add a new row. The table data is identical to the previous screenshot.

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
+	Sat 5/16													
+	Sun 5/17													
+	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	8.00
+	Tue 5/26												8.00	8.00
+	Wed 5/27												8.00	8.00
+	Thu 5/28												8.00	8.00
+	Fri 5/29												8.00	8.00

4 On that same holiday date, add a new row with Pay Code = **Holiday Leave**.

The screenshot shows the LoboTime Employee timecards interface for MacGregor, Sybil. The interface includes a table with columns for Date, Schedule, Absence, In, Out, Transfer, Amount, Shift, Daily, and Period. A dropdown menu is open, showing various pay codes. An orange arrow points to the 'Holiday Leave' option, and an orange box highlights the dropdown menu.

Date	Schedule	Absence	In	Out	Transfer	Amount	Shift	Daily	Period
Sat 5/16									
Sun 5/17									
Mon 5/18									
Tue 5/19									
Wed 5/20									
Thu 5/21									
Fri 5/22									
Sat 5/23									
Sun 5/24									
Mon 5/25						8.00			
Tue 5/26								8.00	8.00
Wed 5/27									8.00
Thu 5/28									8.00
Fri 5/29									8.00

5 Type -8 to reduce the holiday hours.

The screenshot shows the LoboTime Employee timecards interface for MacGregor, Sybil. The interface includes a table with columns for Date, Schedule, Absence, In, Out, Transfer, Pay code, Amount, Shift, Daily, and Period. The 'Holiday Leave' row is highlighted, and the value '-8' is entered in the Amount column. An orange box highlights the '-8' entry.

Date	Schedule	Absence	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
Sat 5/16										
Sun 5/17										
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			
Tue 5/26						Holiday Leave	-8		8.00	8.00
Wed 5/27										8.00
Thu 5/28										8.00
Fri 5/29										8.00

6

Apply holiday on next scheduled day (Tuesday) Enter **8 hours Holiday Leave**.

Employee: MacGregor, Sgh... 100826249 < 1 of 1 >

Previous Pay Period 1 Employee(s) selected Loaded: 2:38 PM

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
+ ⊖	Sat 5/16													
+ ⊖	Sun 5/17													
+ ⊖	Mon 5/18													
+ ⊖	Tue 5/19													
+ ⊖	Wed 5/20													
+ ⊖	Thu 5/21													
+ ⊖	Fri 5/22													
+ ⊖	Sat 5/23													
+ ⊖	Sun 5/24													
+ ⊖	Mon 5/25													
+ ⊖	Tue 5/26									Holiday Leave	8.00		8.00	8.00
+ ⊖	Wed 5/27													8.00
+ ⊖	Thu 5/28													8.00
+ ⊖	Fri 5/29													8.00

Totals Accruals Audits Historical corrections

7

Click **Save**

Employee: [redacted] 1 of 1 >

Previous Pay Period 1 Employee(s) selected Loaded: 2:38 PM

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
+ ⊖	Sat 5/16													
+ ⊖	Sun 5/17													
+ ⊖	Mon 5/18													
+ ⊖	Tue 5/19													
+ ⊖	Wed 5/20													
+ ⊖	Thu 5/21													
+ ⊖	Fri 5/22													
+ ⊖	Sat 5/23													
+ ⊖	Sun 5/24													
+ ⊖	Mon 5/25													
+ ⊖	Tue 5/26									Holiday Leave	8.00		8.00	8.00
+ ⊖	Wed 5/27													8.00
+ ⊖	Thu 5/28													8.00
+ ⊖	Fri 5/29													8.00

Totals Accruals Audits Historical corrections

8

Verify the total **Holiday Leave** for the pay period is still 8.00 hours and that the 8.00 hours now appear on the alternate day instead of the holiday date.

The screenshot displays the LoboTime Employee timecards interface. At the top, there is a navigation bar with the LoboTime logo and 'Employee timecards' text. Below this, there are various action buttons like 'List view', 'Zoom', 'Approve', 'Remove approval', 'Sign-off', 'Analyze', 'View moves', 'Accrual actions', and 'Go to'. A table with columns: Date, Schedule, Absence, In, Out, Transfer, Pay code, Amount, Shift, Daily, and Period is shown. Below the table, there is a detailed view of a row with columns: Location - (Employee's Department), Job Title, Pay Code Type, Hours Amount, and Labor category. The 'Hours Amount' column contains the value '8.00', which is circled in orange. At the bottom left, there is a 'Totals' box, also highlighted with an orange border. Other options at the bottom include 'Accruals', 'Audits', and 'Historical corrections'.