**Coding a holiday week with an alternate schedule in eTime**

An alternate schedule is anything other than a Monday-Friday 8 hours per day schedule. Regardless of your daily work schedule, full time employees only receive a maximum 8 hours of holiday time off on recognized holidays.

The following examples are based on an alternate schedule with a 10 hour shift.

**If the holiday falls on your regular work day, your timesheet in eTime will default to the following:**
- 8 hours HO
- 2 hours RG

  - If you do not work on the holiday and are not adjusting your schedule for the week, change the additional hours on the holiday to paid leave (VA, PB, etc.):
    - 8 hours HO
    - 2 hours paid leave (VA, PB, etc.)

  - If you do not work the holiday and are adjusting your schedule for the week:
    - Delete the 2 hours of RG on the holiday by checking the delete box to the right
    - Adjust the RG hours for the remaining days in the work week so the week equals 40 hours.

  - If you work the holiday:
    - 8 hours HO
    - 2 hours RG
    - Record up to 8 hours HP* for actual hours worked
    - Record 2 HT* if full 10 hours is worked

**If the holiday falls on your regularly scheduled day off, your timesheet in eTime will default to the following:**
- 8 hours STS

  - If you are not adjusting your schedule for the week, no action is needed. You will earn 8 hours of holiday time straight (STS) for the holiday falling on your day off

  - If you are adjusting your schedule for the week:
    - Adjust the RG hours for the remaining days in the work week so the week equals 40 hours
    - Change the STS to HO for 8 hours on the holiday

The following example is based on an alternate schedule with a 4 hour shift

**If the holiday falls on your regular work day and your daily schedule is less than 8 hours, eTime will default to the following:**
- 4 hours HO on the holiday
- 4 hours of HO on the day preceding the holiday

*Contact your payroll office for assistance in recording holiday premium codes for hours worked on a holidays or for other scenarios not outlined in this handout.*

[http://www.oregon.gov/DAS/EGS/FBS/OSPS/Pages/agencyrollsites.aspx](http://www.oregon.gov/DAS/EGS/FBS/OSPS/Pages/agencyrollsites.aspx)

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