HOW TO REPORT INAUGURATION WORK ON TIMESHEET

Directions

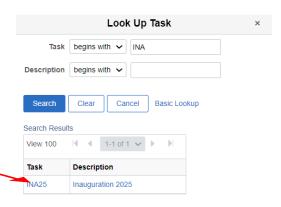
- · Report any overtime hours and "Holiday Worked (HLW)" hours performed for the Inauguration.
- Use the Reporting Code you usually use to track overtime when reporting more than 40 hours per week.
- This code will vary between Non-union and Union employees, among others. Discuss with your Manager or HR Specialist any questions about how you currently report overtime.
- **STEP 1** Report your overtime and Holiday Worked hours as you would normally. If you have questions about how to input this time, contact your agency timekeeper.
- STEP 2 In the "Task" column, click the magnifying glass icon on the row where you recorded your Overtime and/or Holiday Worked hours.



For time that was spent on Inauguration activities, enter the code "INA25" in the row of related hours.

STEP 2 ALTERNATE

The code can also be added by clicking on the Look-up icon under the Task column. When the Look-up method is used, the user will be given the single available option of "Inauguration." Click on **INA25**



Note: For non-union employees with overtime, your timesheet may look like this.

Select Another Timesheet

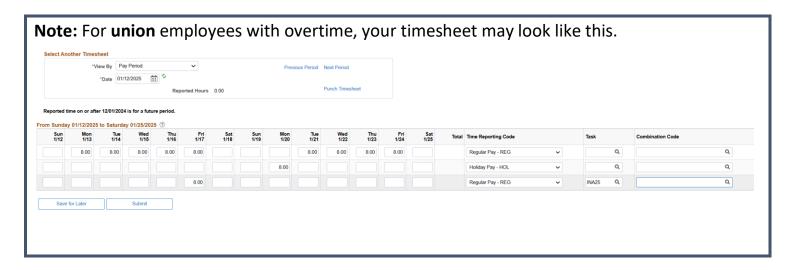
"View By Pay Period Park 01/12/2025 10 Pay Period Period Punch Timesheet

From Sunday 01/12/2025 10 Pay Period Park 1/19 Period Punch Timesheet

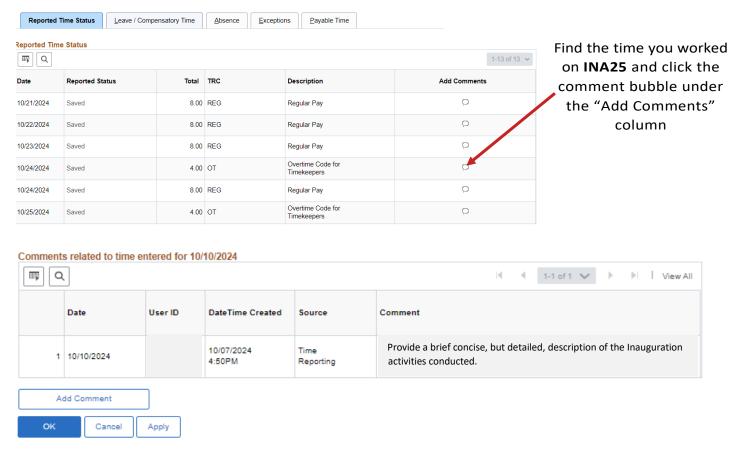
From Sunday 01/12/2025 10 Saturday 01/25/2025 ©

Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Trize 1/12 Trize 1

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STEP 3 Because time spent on the Inauguration will be tracked by day and has reporting requirements, you will need to add a comment which details the tasks you worked on related to the Inauguration.



The text entered on the note can be as long as desired. Submit by either clicking on "OK" or "Apply."

"OK" will take you back to the Timesheet page, and "Apply" keeps you on the Comments page.

Once you click "OK "or "Apply" you will not be able to edit or update a comment.

You can add further information by clicking the 'Add Comment' button. Press "OK" again.



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STEP 4

Back on the timesheet page click "Submit" and your time has been submitted!

