


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.

Time Reporting Code	Task
Holiday Worked - HLW	

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**

Look Up Task ×

Task begins with

Description begins with

Basic Lookup

Search Results

View 100 1-1 of 1

Task	Description
INA25	Inauguration 2025

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

Select Another Timesheet

*View By: Previous Period Next Period

*Date: 01/12/2025 Reported Hours: 0.00 Punch Timesheet

From Sunday 01/12/2025 to Saturday 01/25/2025

Sun 1/12	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23	Fri 1/24	Sat 1/25	Total	Time Reporting Code	Task	Combination Code
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00				Regular Pay - REG	<input type="text" value="Q"/>	<input type="text" value="Q"/>
								8.00							Holiday Pay - HOL	<input type="text" value="Q"/>	<input type="text" value="Q"/>
					4.00										Overtime Code for Timekeepers - OT	INA25 <input type="text" value="Q"/>	<input type="text" value="Q"/>

Save for Later Submit

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

Select Another Timesheet

View By: Pay Period Previous Period Next Period

Date: 01/12/2025 Reported Hours: 0.00 Punch Timesheet

Reported time on or after 12/01/2024 is for a future period.

From Sunday 01/12/2025 to Saturday 01/25/2025

Sun 1/12	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23	Fri 1/24	Sat 1/25	Total	Time Reporting Code	Task	Combination Code
	8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	8.00			Regular Pay - REG		
								8.00							Holiday Pay - HOL		
					8.00										Regular Pay - REG	INA25	

Save for Later Submit

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.

Reported Time Status
Leave / Compensatory Time
Absence
Exceptions
Payable Time

Reported Time Status

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Date	Reported Status	Total	TRC	Description	Add Comments
10/21/2024	Saved	8.00	REG	Regular Pay	
10/22/2024	Saved	8.00	REG	Regular Pay	
10/23/2024	Saved	8.00	REG	Regular Pay	
10/24/2024	Saved	4.00	OT	Overtime Code for Timekeepers	
10/24/2024	Saved	8.00	REG	Regular Pay	
10/25/2024	Saved	4.00	OT	Overtime Code for Timekeepers	

Find the time you worked on **INA25** and click the comment bubble under the "Add Comments" column

Comments related to time entered for 10/10/2024

1-1 of 1 | View All

	Date	User ID	DateTime Created	Source	Comment
1	10/10/2024		10/07/2024 4:50PM	Time Reporting	Provide a brief concise, but detailed, description of the Inauguration activities conducted.

Add Comment

OK
Cancel
Apply

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!