Finding Personal and Cultural Holidays

Go to Time Entry >> Payable Time Detail on left column >> Put in dates >> Click circling arrows / "recycle" symbol for Grab Rows >> Be sure you are on Overview tab

Clicking on the green arrows will pull all the days for which you entered time; one line per day per type of pay. So if you worked a regular day until 2pm then had a doctor's appointment and claimed sick time, there will be two lines for that day.

Click on the Description header to sort by the description. It will group all the types of pay together and you can see how many hours/ days of Cultural (Time Reporting Code 355) or Personal Days (Time Reporting Code 347) you have taken.

S Francesca		UVN	UVM Time Reporting & Approval						
🛅 Enter Time	Timesheet						Print		
Payable Time Detail Query Viewer	Actions -	*			Employee IE Empl Record Earliest Change Date	1 12/19/2022			
	"View	By Week ate 11/28/2022	v Reported Hot	urs 0.000	Pre	vious Week Next We	eek		
	From Monday 11/28/2022 to Mon 11/28	Sunday 12/04/2022 Tue 11/29	⑦ Wed 11/30	Thu 12/1	Fri 12/2	Sat 12/3	Sun 12/4		

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Actions - Start	Date 01/01/2022								
End	Date 11/29/2022			Ca	alenc	lar		×	1
Payable Status Filter		Ja	January 🗸 2022 🗸						
		S	М	T	W	Т	F	S	
avable Time	0							1	
Overview	Time Reporting E	2	3	4	5	6	7	8	Cost and Approval
Date	Status	9	10	11	12	13	14	15	
		16	17	18	19	20	21	22	
		23	24	25	26	27	28	29	
11/23/2022	Approved	30	31						
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Overview	Time Rep	oorting Elements	Task <u>Reporting</u> Elements	Cost and Approval	II•			
Date	Status	Time Reporting Code	9	Des	scription	Quantity	TRC Type	
01/03/2022	Closed	350	Holiday Pay			7.500	Hours	
01/03/2022	Closed	351	Holiday			7.500	Hours	