

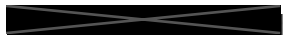
Finding Personal and Cultural Holidays

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.

Date	Status
11/23/2022	Approved
11/24/2022	Closed



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Start Date 01/01/2022

End Date 11/29/2022



Available Status Filter

Payable Time

Overview		Time Reporting Elements	Task Reporting Elements	Cost and Approval		
Date	Status	Time Reporting Code	Description	Quantity	TRC Type	
01/03/2022	Closed	350	Holiday Pay	7.500	Hours	
01/03/2022	Closed	351	Holiday	7.500	Hours	