

## Add Holiday hours to Employee Timecard

Select Time Card > Select Employee > Ensure appropriate pay period is selected > Go to date, under Pay Type select Holiday > Enter the number of **hours** under the Amount column. Select the **Save** button.

Roman Catholic Archdiocese of Indiana [13000] paylocity Search CK

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**Employee Time Card**

Go [Employee ID] Select Filter  Include Inactive Employees

Date Range  Pay Period From 11/22/2015 To 12/05/2015 << Prev Current Next >>

**Time Card for Patricia Gotway [130004603] for 11/22/2015 - 12/05/2015**

+ Add Punch + Add Pay Type Transaction Send a Message Save Discard Changes Audit Trail Preferences

Date	Pay Type	Amount	In	Transfer	Out	In	Transfer	Out	Reg	OT1	OT2	UnPaid
Sun 11/22/2015	None								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Mon 11/23/2015			09:44 AM	13000/49042/16 B/100510510	01:16 PM				3.50 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Tue 11/24/2015	None								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Wed 11/25/2015	None								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Thu 11/26/2015	Holiday	3 hrs		13000/49042/16 B/100510510					3.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Fri 11/27/2015	None								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Sat 11/28/2015	Vacation								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Sun 11/29/2015	Personal								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Mon 11/30/2015	Jury Duty		09:38 AM	13000/49042/16 B/100510510	12:15 PM				2.50 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Tue 12/01/2015	Bereavement		09:45 AM	13000/49042/16 B/100510510	12:04 PM				2.25 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Wed 12/02/2015	Unpaid Time Off								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Thu 12/03/2015	EC Break								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Fri 12/04/2015	Religious Retreat								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Sat 12/05/2015	Prof Development								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs

Totals Benefit Balances Pay Adjustments Schedule

Totals for 11/22/2015-12/05/2015						
All	Regular	OT1	OT2	Lunch	Break	Unpaid
11.25 hrs	11.25 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs

Totals by Pay Type	
Pay Type	Hours
Holiday	3 hrs
Work	8.25 hrs