This quick reference guide outlines how holidays are managed in the Time and Absence System.

**Instructions for Holiday Eligible Employees:**

Employee did not work and observed the UofSC Holiday:

- Time entry field on timesheet should remain blank on that day
- The Holiday will not show on the timesheet as previously did in ITAMS
- Holiday will be seen in the payable time summary once the time administration process runs on the holiday, independent of timesheet approval (shown below)

**View Payable Time in Employee Self Service.** [Here](#) is a job aid to view payable time in Employee Self Service.

**View Payable Time Summary in the Time and Absence Workcenter.** [Here](#) is a job aid to view payable time summary for an employee in the Time and Absence Workcenter.
Employee worked on the USC Holiday:

- **Salary non-exempt**: Staff employees in FTE, Research Grant, or Time Limited positions who enter all time worked into the timesheet. These employees are often referred to as ‘Salaried Non-Exempt’ (your offer letter mentioned an FLSA Status of Non-Exempt but referenced an annual salary amount not an hourly rate as shown for Hourly employees).
  - Enter hours worked on the timesheet using the REGHR-Regular time reporting code
  - Will receive holiday compensatory time at an hour for hour rate for all hours worked on the holiday
  - Regular Holiday Pay will be shown in payable time summary
  - Holiday hours will not show on the timesheet as previously did in ITAMS

- **Salary exempt**: Staff and faculty employees in FTE, Research Grant, or Time Limited positions who are Exempt from the FLSA and as such do not enter regular working hours into a timesheet. These employees only do exception time reporting in a timesheet (working on a holiday or hazardous weather). They are often referred to as ‘Salaried Exempt’ (your offer letter mentioned an FLSA Status of Exempt and referenced an annual salary amount).
  - Enter hours worked on the timesheet using the HOLEX-Worked a Holiday time reporting code
  - Will receive holiday compensatory time at an hour for hour rate for all hours worked up to average workday
  - Holiday will be seen in the payable time summary once processed
  - Holiday hours will not show on the timesheet as previously did in ITAMS

**Instructions for Non-Holiday Eligible Employees:**

- **Hourly Temps and Students**
  - Enter hours worked on the timesheet using the REGHR-Regular Hours time reporting code
  - Will receive payment at their normal hourly rate for hours worked