RECORDING “SPECIAL DAY OFF” IN TIMEPRO

Did you work on the Special Day Off?

Yes

You must have 2 entries:
1. Enter the hours you worked with the pay type NORM.
2. Make another entry with your scheduled hours and select SDOS: you MUST save the hours to your vacation balance for future use.

No

Does the holiday fall on a regularly scheduled work day?

Yes

Enter your regularly scheduled hours and select pay type SDO (Special Day Off)

No

Do not make any entry. You are not eligible for the Special Day Off.

IMPORTANT TO NOTE: If you were scheduled for a vacation day (VAC) on a declared Special Day Off, you may record the Special Day Off (SDO) and retain your vacation time. However, if you were scheduled to work and you call in sick (SICK), you must use and record SICK time rather than the Special Day Off.

Pay Type Descriptions

NORM - To report regular and overtime hours.

SDO - To report hours when the President declares a Special Day Off. Used when the employee does not work the Special Day Off: pay will be commensurate with hours regularly scheduled on that day.

SDOS - To report hours when the President declares a Special Day Off AND the employee must work. Employees must use this pay type if (s)he worked; the employee may not elect to be paid instead. Hours (equal to the number of hours worked) will be added to employee’s vacation bank for use at a later date.