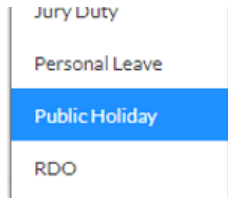


HOW DO I ENTER A PUBLIC HOLIDAY?

Public holidays are programmed into the portal, so this special tag **Public Holiday** will appear on these dates. **You still need to enter information though. CHRISTMAS/NEW YEAR PUBLIC HOLIDAYS will be pre-populated for you.**



A screenshot of a dropdown menu for 'Leave Type'. The options are 'Jury Duty', 'Personal Leave', 'Public Holiday' (highlighted in blue), and 'RDO'. An orange arrow points from the 'Public Holiday' option to the 'LEAVE TYPE' column header in the table below.

Example public holiday:

- In the **LEAVE TYPE** field, select the 'Public Holiday' drop down option
- Public holiday leave must equal **8 hours** eg. **Start 8:00am, End 4:00pm**
- **SAVE**

| ENTRY DATE | LEAVE TYPE | START TIME | END TIME | BREAK MIN | BREAK MIN | NOTES FOR THIS ENTRY | HOURS | APPROVER NOTES |
|-----------------|----------------|------------|----------|-----------|-----------|--|-------|----------------|
| Mon 27 Sep 2021 | Public Holiday | 8:00 am | 4:00 pm | 0 | 0 | Public Holiday Public Holiday Leave | 8 | |

IF YOU WORKED on the public holiday, you need to add another entry so you get paid

- Select the **+** on the Monday line, to **add** another entry field for Monday
- The new entry will appear at the bottom of the screen initially, but move up once saved.
- Enter the start, finish and break times according to this **working day** eg. **Start 7.00am, End 3.30pm, Break 30 minutes.**
- In the **NOTES FOR THIS ENTRY** field, add '**worked PH**' or **job location.** **SAVE**

| | | | | | | | | |
|-----|-------------|----------|---------|---------|----|---|-----------------------------|---|
| Mon | 27 Sep 2021 | -select- | 7:00 am | 3:30 pm | 30 | 0 | Public Holiday Worked PH | 8 |
|-----|-------------|----------|---------|---------|----|---|-----------------------------|---|

Continue entering your work details for the remainder of the week, as normal. The final timesheet should have two entry lines for the Monday public holiday, **only** if you worked that day.