

Step	Action
1.	<p>Unlike ePARs, INFORMS does not pre-populate the Holiday Observed Time Reporting Code (TRC). Holiday Observed (formerly TRC “H”) will not be pre-populated on the timesheet and will not be available on the dropdown list.</p> <p>If the Holiday falls on a scheduled workday and the employee is observing (not working) the Holiday. Do NOT enter any time or TRC for the Holiday. HOLDY – Holiday Observed TRC will automatically generate in Payable time after Time Administration process is run for the number of hours in the employee’s schedule for that day.</p>
2.	<p>Below are the 4 TRCs available for employees to select from the dropdown list on their timesheet on a holiday.</p> <p>IF THE HOLIDAY FALLS ON A SCHEDULED DAY OFF</p> <ul style="list-style-type: none"> • HEOFF – Holiday Day Off – Earned Leave (Formerly TRC “HE”) <p>When Holiday falls on a scheduled day off and the employee elects to have those holiday hours placed in their Holiday Leave bank.</p> • HPOFF – Holiday Day Off – Paid (Formerly TRC “HD”) <p>When Holiday falls on a scheduled day off and the employee elects to be paid those holiday hours.</p> • If employee doesn’t not select either HEOFF or HPOFF, INFORMS will automatically generate HEOFF in Payable time once Time Administration process is run. <p>IF THE HOLIDAY FALLS ON A SCHEDULED WORKDAY</p> <ul style="list-style-type: none"> • HOLEA – Holiday Worked – Leave Earned (Formerly TRC “HE”) <p>Holiday is a scheduled workday, and the employee works the holiday and elects to have holiday hours worked placed in their Holiday Leave bank.</p> • HOLPD – Holiday Worked – Paid (Formerly TRC “HD”) <p>Holiday is a scheduled workday, and the employee works the holiday and elects to be paid for holiday hours worked.</p> • For these two scenarios, HOLDY will still generate automatically in Payable Time once Time Administration process is run. <p>NOTE: Steps 3-5 should be performed when entering any of the 4 Holiday TRCs .</p>
3.	<ul style="list-style-type: none"> • Log into INFORMS. • Navigate to: Employee Self-Service > Time and Absence > Enter Time.

4.

- Select the applicable **Time Reporting Code**.
- Select the day of the week that corresponds with the Holiday.
- Enter the total number of hours worked.
- Select **Submit**.

Job Title Rail Vehicle Mechanic

20 June - 26 June 2022

Weekly
Scheduled 40.00 | Reported 0.00

View Legend

Earliest Change Date is too far back to run Rules in viewed period. Limit is 6 months.

*Time Reporting Code / Time Details	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24	Saturday 25	Sunday 26
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

HEOFF - Holiday Day Off - Earned Leave
HOLEA - Holiday Worked - Earned Leave
HOLPD - Holiday Worked - Paid
HPOFF - Holiday Day Off - Paid

5.

- Select **OK** once a confirmation prompt is displayed.

Timesheet Submit Confirmation

By submitting the time and attendance entries for the specified time period above, I acknowledge that the hours reported represent the actual hours worked and that all hours are paid at the adjusted hourly rate inclusive of pay supplements and in accordance with my respective collective bargaining provisions.
If there are any discrepancies, I understand that I need to communicate the discrepancy to my Departmental Personnel Representative (DPR) immediately.

OK