



Posting Date: September 4, 2024

Self Service Time Entry – Additional Holiday Built in Error for PPE 9/10/2024

When Self Service Time Entry was built for pay period ending (PPE) 9/10/2024, an additional holiday was included in error for **9/4/2024**. Statewide Payroll Services has worked with our MNIT partners to update the database and remove the second holiday entry.

Although the additional holiday has been removed from time sheets, REG hours for **9/4/2024**, highlighted below, will not be populated.

If you report your time, including the REG earnings code or your time with labor distribution, you need to update 9/4/2024 with your earnings code(s) and hours to reflect the appropriate time worked and/or leave taken.

If you are an exception time reporter and do not report time worked using REG; no further action is required.

| Time & Labor | | Find | First | 1-2 of 2 | Last | | | | | | | | | | | | Ern Total |
|--------------|-----|------|-----------|-------------|-----------|-----------|-----------|-----------|------------|-----------|-------------|-----------|-----------|-----------|-----------|------------|-----------|
| Earn Code | | | Wed 08-28 | Thurs 08-29 | Fri 08-30 | Sat 08-31 | Sun 09-01 | Mon 09-02 | Tues 09-03 | Wed 09-04 | Thurs 09-05 | Fri 09-06 | Sat 09-07 | Sun 09-08 | Mon 09-09 | Tues 09-10 | |
| + - | REG | | 8.00 | 8.00 | 8.00 | | | | 8.00 | 8.00 | 8.00 | 8.00 | | | 8.00 | 8.00 | 64.00 REG |
| + - | HOL | | | | | | | 8.00 | | | | | | | | | 8.00 HOL |

Questions?

If you have questions about this information, contact your Human Resources or Payroll office. You can obtain contact information from within Self Service. Under “Need Assistance?” select “Employee Contacts.”