Email Template - Entering Time Worked on Skeleton Crew Day

**SKELETON CREW HOLIDAY**

Tomorrow, 3/2/16, is a state Skeleton Crew holiday in honor of Texas Independence Day.  Please use the following guidance as to how to record entries in CAPPS.

As shown in the table below, use “**REGHW**”  (*Regular Hours Worked on a Holiday*) in the Time Reporting Code (*TRC*) field in CAPPS, IF you work on Wednesday, March 2nd.   *If you do not work, there is NO entry required*.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **State Holiday = HOL**  **Agency Gift Day = GFT** | **Worked?** | **CAPPS Entry Required?** | **CAPPS Time Reporting Code (TRC)** | **Note(s)** |
| **Wednesday, 03/02/16**  (Texas Independence Day) | HOL | Y | Y | **REGHW** | Input your actual time worked, up to 8 hours. |
| N | N | N/A | No CAPPS entry required. |

**VOTING**

To record time taken to vote, please input up to 2 hours (*per your Supervisor’s approval*) using the “**VOTES**” (*Leave to Vote*) TRC in CAPPS.

Feel free to contact me should you have any questions or concerns.

Thank You!