"The holiday falls on a day I would not normally work but I plan to schedule adjust and take the holiday."

Cardinal will *not* add the holiday to your timesheet. You will need to adjust your daily hours worked then add the holiday hours manually using TRC = HOLM.

"The holiday falls on a day I would *not* normally work and I do not plan to schedule adjust."

Cardinal will *not* add the holiday to your timesheet. You will need to add the holiday hours manually using TRC = HCS. This will add the holiday hours to your Comp Leave balance to take later. Comp Leave expires after one year.