



## HOW TO USE YOUR Alternate Day Off (ADO)

Alternate Days Off (ADO) are posted and used in full day increments, similar to a Personal Holiday. If an employee works an alternate or compressed work schedule and the holiday is observed on a non-work day, the employee is entitled an Alternate Day off (ADO).

Payroll will post this ADO during the monthly calendar process. If you would like to use your ADO in the month that it is earned and you do not see it available, please contact your payroll technician with the request.

### Reporting ADO in PeopleSoft:

1. Select Absence Name: Holiday ADO Expiring Take
2. Enter your Absence Date(s)
3. **\*IMPORTANT\*** Select Partial Days
4. In the Hours per Day Field, enter a "1"
5. Submit

Enter New Absence Events										
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type			
Holiday ADO Expiring Take	07/14/2021	07/14/2021	2	Partial Hours	1.00	1.00	Hours	Add Comments	+	-
Holiday ADO Expiring Take	07/15/2021	07/15/2021	2	Partial Hours	1.00	1.00	Hours	Add Comments	+	-

As a reminder, you cannot use time before it is earned:

Ex. July 4<sup>th</sup> holiday ADO cannot be used on July 3<sup>rd</sup>, but can be used July 5<sup>th</sup> onward and prior to its expiration date.

Additional questions can be directed to [payroll@csusm.edu](mailto:payroll@csusm.edu)