

Step 1: Receive an email from Creative Circle informing you of your potential eligibility.

Step 2: In the Timecard Portal, submit a timecard as you usually would for the hours you worked during the holiday week. (If you work for a client where a 3rd party timecard applies, submit your time as you normally would in that system.)

CREAT	IVE CIRCLE
Feedback My Data	Home Logout Help
Enter Timecards	
My Timecards The list below shows Timecards	s you have already entered for the selected assignment
	ADD NEW TIMECARD
Select Assignment:	Team Friday - 55972 - Friday Contact 01/17/2022 - 02/04/2022 🗸
Timecard Status:	

Do not enter hours for the date of the holiday.

Step 3: Once you receive confirmation that your timecard has been authorized (you should receive an automated confirmation), go to the My Data tab in the eTimecard Portal, then click the *Request Holiday Pay* button:

C	RE/	NTIVE	CI	RCL	Ē	
Feedback	My Data	Timecards	Home	Logout	Help	
Candidate	e details					Candi
			->	Request I	Holiday P	Pay O
Office:				Candida	ate ID:	

Step 4: Claim the holiday by marking the *Claim Holiday* field for the relevant holiday date, and then click *Save*:

How to Claim Holiday Pay through the Timecard Portal (U.S. Candidates)



Request Holiday Pay			Candidate ID: 48346			Name: Joe Friday			
						_	Save	Back	
Office:	test Candidate ID:		48346	48346 First Name:		Last Name:	me: Friday		
							Total	Records: 2	
Holiday Date		Claimable			Ck	im Holiday			
01/01/2014			Y						
12/25/2013		Y							

The Timecard Portal will not allow you to claim the holiday if:

- you have already claimed 3 holidays in the current calendar year
- you do not have an authorized timecard(s) reflecting that you worked the day before or after the holiday
- today's date is 21 days or more after the date of the holiday

If you have any trouble in claiming the holiday, please contact the payroll team at (323) 930-3112.

Thank you!