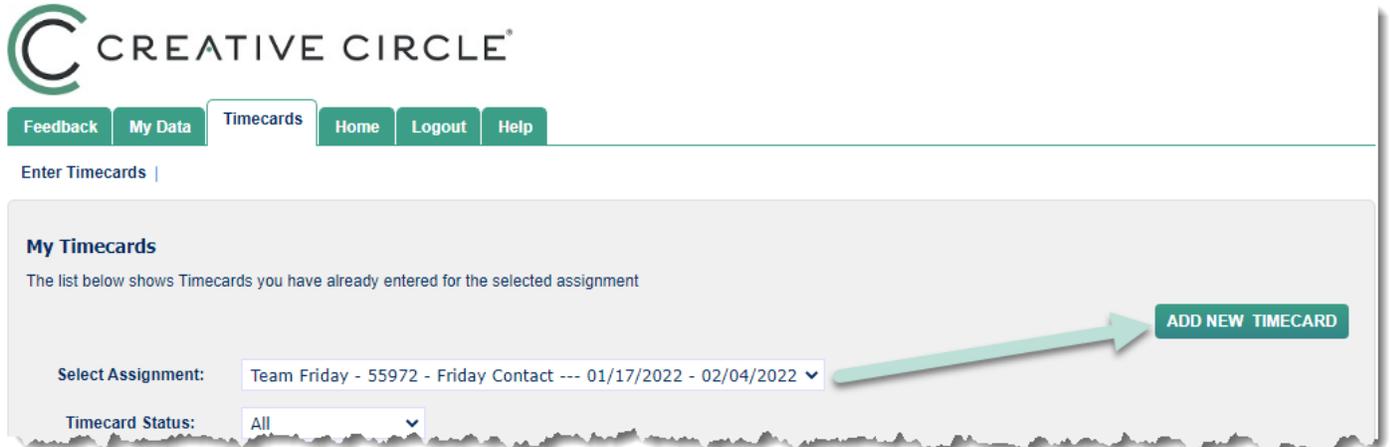


How to Claim Holiday Pay through the Timecard Portal (U.S. Candidates)



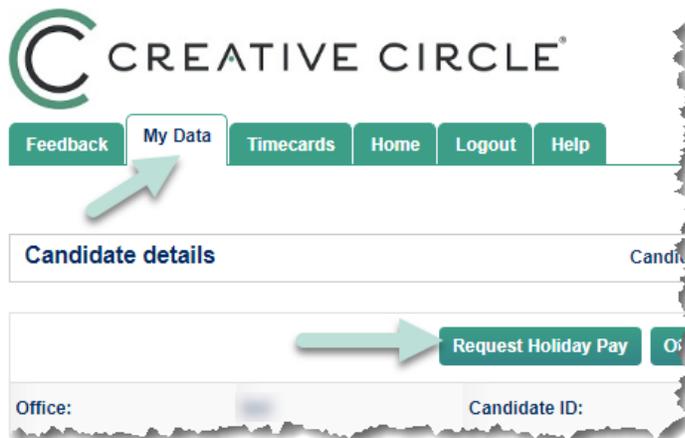
Step 1: Receive an email from Creative Circle informing you of your potential eligibility.

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.)



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:



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 First Name: Joe Last Name: Friday

Total Records: 2

Holiday Date	Claimable	Claim Holiday
01/01/2014	Y	<input type="checkbox"/>
12/25/2013	Y	<input type="checkbox"/>

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!