Legal Holiday Time Entry for Classified Employees

This document contains various legal holiday scenarios for Classified employees. Scenario 1 applies to employees who work a typical Monday-Friday schedule. Scenarios 2-5 represent more unique situations.

Tips

- A full explanation of Legal Holidays for Classified Employees can be found at the HRS Knowledge Base: [https://kb.wisc.edu/hrs/page.php?id=15622](https://kb.wisc.edu/hrs/page.php?id=15622)

- Please make sure you know how to correctly report your legal holiday before the holiday takes place.

- Legal Holiday (LGHOL) will be generated after Time Administration runs and will show up as Payable Time, just like any other shift you have worked, however it will not show directly on the timesheet.

- Legal Holiday (LGHOL) is generated based on FTE

- To make sure your legal holiday has processed correctly (after the holiday but before payroll calculates), go to “Summary of Hours” at the bottom on your timesheet. This will show how many legal holiday hours were used for the holiday.

- Managers can view and approve Payable Time on the Approve Payable Time page or on the Summary of Hours link on the timesheet, payable time summary and payable time detail pages.

- Do not look for Legal Holiday in Enter Absence, it will not be there.

Scenarios

1) If you work a normal Monday-Friday schedule... [click here](#)

2) If you will be working on the holiday ... [click here](#)

3) If the legal holiday falls on your scheduled day off ... [click here](#)

4) If you are less than full time... [click here](#)

5) If you work overnights... [click here](#)
1. If you work a normal Monday-Friday schedule:

**NON-EXEMPT Employees**

Simply leave the holiday blank. The system will automatically fill in 8 hours of legal holiday for you. Submit the week with 32 hours. (Do not use the “Time Reporting Code” column – this will be filled in automatically).

![Figure #1](image1.png)

**EXEMPT Employees**

If you are an exempt employee, leave the holiday blank and submit the remainder of your timesheet as usual. The system will automatically allocate 8 hours legal holiday. (Submit time just like every other week.)

![Figure #2](image2.png)

After Time Admin runs, click the Summary of Hours hyperlink at the bottom of the timesheet. The Summary of Hours page will show LGHOL (Legal Holiday) hours as well as regular hours.
2. If you will be working on the holiday:

On the timesheet, record the hours worked on the holiday in the usual manner. For the holiday, go to the “Time Reporting Code” column to the right and select “HOLWK-Holiday Worked” from the drop down menu. (Do this only for the holiday, do not use “Time Reporting Code” for any other days). Do not fill in the “Quantity.” Enter your hours worked as usual on the remaining days. Hit submit to save your timesheet. The legal holiday hours will be available for future use.

![Timesheet](image)

Figure #3

After Time Admin runs, click the Summary of Hours hyperlink at the bottom of the timesheet. The Summary of Hours page will show LGHOL (Legal Holiday) hours as well as regular hours.
3. If the legal holiday falls on your scheduled day off:

In your timesheet, on the date of the legal holiday, go to the “Time Reporting Code” column and select “NOHOL - No Legal Holiday” from the drop down menu. In the “Quantity” field to the right, enter “0.00”. This will prevent the system from using legal holiday for that day. (Do not use “Time Reporting Code” for anything else). The legal holiday hours will be available for future use.

![Figure #4](image)

After Time Admin runs, click the Summary of Hours hyperlink at the bottom of the timesheet. The Summary of Hours page will show LGHOL (Legal Holiday) hours as well as regular hours.
4. If you are less than full time:

In your timesheet, go to the “Time Reporting Code” column and select “NOHOL - No Legal Holiday” from the drop down menu. In the “Quantity” field to the right, enter “0.00”. You will then need to add a row for the holiday by scrolling over to the right and hitting the “+” button.

Once you have added a row for the holiday, go to the blank in the “Time Reporting Code” column for the new row and select “FLHOL - Floating Holiday”. The system will automatically give a set number of hours based on your FTE. If you wish to receive a different number of hours, use the “Quantity” field to the right and enter the amount of legal holiday hours you want to claim for this holiday. Remember you only have so many holiday hours that you can receive for a calendar year. If you claim more now, it leaves fewer for later.

![Timesheet Example](image)

Figure #5

After Time Admin runs, click the Summary of Hours hyperlink at the bottom of the timesheet. The Summary of Hours page will show LGHOL (Legal Holiday) hours as well as regular hours.
5. If you work overnights:

Time must be entered in the split shift format. For example: First enter 10:00 pm to 11:59:59 pm on the day the shift commences, and then go to the next day and enter 12 am to 6 am. By splitting the shift, it will give the accurate amount of hours for the holiday. Go to the Time Reporting Code column to the right and select “HOLWK- Holiday Worked” from the drop down menu for hours worked on the actual holiday. Do not enter a Quantity. (Figure #6)

![Figure #6](image)

The system automatically wants to give you 8 hours of legal holiday. So if you work less than 8 hours on the holiday, go to the “Time Reporting Code” column which is located to the right and select “NOHOL- No Legal Holiday”. You will then need to add a row for the holiday by scrolling over to the right and hitting the “+” button. On the new row, you should enter your time actually worked, and select “HOLWK- Holiday Worked” in the “Time Reporting Code” column. This way the system knows you worked 7 hours (for example) on a holiday (Figure #7). If you don’t select “NOHOL-No Legal Holiday” on the first row, it will see that you worked 7 hours but it will give you 1 hour of legal holiday.

![Figure #7](image)

If you will be working a regular 8 hours on the holiday, follow Scenario 2.
If you don’t work on the holiday, follow Scenario 3.