HOW TO ENTER Legal Holidays

Here are all of the scenarios Classified employees will have for legal holidays. Employees who work a typical Monday-Friday schedule will follow the first scenario. Scenarios 2-5 show more unique situations.

Tips

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

➢ 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.

*Note* - the holiday will not show up in the timesheet. To view the number of legal holiday hours used, go to Summary of Hours mentioned above.

➢ Do not use the “Time Reporting Code” or “Quantity” for Regular Hours. This is not necessary and could cause errors.

➢ To see how legal holidays were entered previously, go in your timesheet and change the date at the top to, for example, 1/16 (Martin Luther King, Jr. Day) or May 28th (Memorial Day). You can view how it was entered as an example.

➢ 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 you already have Mondays off (don’t want to use a legal holiday day)... [click here]

4) If you work Mondays & are less than full time... [click here]

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

   Enter **Actual Time**: 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**

   Timesheet defaults to 8 hours each day: If you are an exempt employee, submit your timesheet as usual, the system will change the 8 hours worked to 8 hours legal holiday. (Submit time just like every other week.)

   **Figure #2**
2. **If you will be working on the holiday**.................On the timesheet, you will see the column to the left titled “Time Reporting Code.” For the holiday, go to the “Time Reporting Code” column and select “**HOLWK-Holiday Worked**” (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. Hit submit to save your timesheet. The legal holiday hours will be available for future use.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Status</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>1/15</td>
<td>Submitted</td>
<td>8:00 AM</td>
<td>2:00 PM</td>
<td></td>
<td></td>
<td>8:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>1/16</td>
<td>Submitted</td>
<td><strong>8:00 AM</strong></td>
<td><strong>2:00 PM</strong></td>
<td></td>
<td></td>
<td>8:00</td>
<td><strong>HOLWK - Holiday Worked</strong></td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>1/17</td>
<td>Submitted</td>
<td>8:00 AM</td>
<td>2:00 PM</td>
<td></td>
<td></td>
<td>8:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>1/18</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>1/19</td>
<td>Submitted</td>
<td>10:00 PM</td>
<td></td>
<td></td>
<td></td>
<td>8:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>1/20</td>
<td>Submitted</td>
<td>6:00 AM</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Sat</td>
<td>1/21</td>
<td>Submitted</td>
<td>10:00 PM</td>
<td>6:00 AM</td>
<td></td>
<td></td>
<td>8:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun</td>
<td>1/22</td>
<td>Submitted</td>
<td>12:00 AM</td>
<td>6:00 AM</td>
<td></td>
<td></td>
<td>6:00</td>
<td></td>
<td>5.00</td>
</tr>
</tbody>
</table>

Figure #3
3. **If you already have that day off (don’t want to use a legal holiday day)**: In your timesheet, locate the column to the right titled “Time Reporting Code.” Go to the blank in the “Time Reporting Code” column and select “NOHOL - No Legal Holiday” from the dropdown. 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-url)
4. **If you are less than full time**.........................In your timesheet, you will see the column to the right titled “Time Reporting Code.” Go to the blank in the “Time Reporting Code” column and select “NOHOL- No Legal Holiday” from the dropdown. 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
5. **If you work overnights**........... Time must be entered in the split shift format. For example: 10 pm to 11:59:59 pm, 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. (Figure #6)

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.

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**.