

Employees do not need to do anything on the Legal Holiday if they did not work and would normally be scheduled to work that day if not for holiday occurring.

Legal Holidays will not 'show' on the Legal Holiday date in the timesheet. To see Legal Holiday hours generation look in the timesheet Summary of Hours.

Legal Holidays will be auto-generated for eligible employees when Time Administration processes.

Legal holiday hours balances will be allocated at the beginning of the calendar year in Absence Management.

Timesheet Summary of Hours will show Legal Holiday generation

From Sunday 03/25/2012 to Saturday 04/07/2012

Sun 3/25	Mon 3/26	Tue 3/27	Wed 3/28	Thu 3/29	Fri 3/30	Sat 3/31	Sun 4/1	Mon 4/2	Tue 4/3	Wed 4/4	Thu 4/5	Fri 4/6	Sat 4/7	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2
	8.00	8.00	8.00	8.00					8.00	8.00	8.00			56.00		UW_DEFAULT			

Assume Monday, 5/26 is the legal holiday day

Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
03/26/2012	Submitted	8.00		8.00	
03/27/2012	Submitted	8.00		8.00	
03/28/2012	Submitted	8.00		8.00	
03/29/2012	Submitted	8.00		8.00	
03/30/2012	Approved	8.00	VACTN	8.00	
04/02/2012	Approved	8.00	VACTN	8.00	
04/03/2012	Submitted	8.00		8.00	
04/04/2012	Submitted	8.00		8.00	
04/05/2012	Submitted	8.00		8.00	
04/06/2012	Submitted	0.00		8.00	
04/06/2012	Approved	8.00	VACTN	8.00	

Summary of Hours

Summary of Hours opened

Empl Rcd Nbr: 0

Working Title:

Pay End Date: 06/04/2011

TRC Totals	Time Reporting Code	Short Description	Hours
	1 LGHOL	LegalHoliday	8.000000
	3 REG00	Reg Hour	72.000000

Total80 for Empl_Rcd: 80.000000

NOTES:

If you have an automatic (pre-populated) schedule in HRS, your legal holiday hours will generate based on the total hours of the schedule.

If you do not have an automatic (pre-populated) schedule in HRS, your legal holiday hours will generate based on your FTE. If you worked more than your FTE within that pay period, the additional legal holiday earned will not be calculated until after the payroll runs. At that point is when you can actually use those hours.

Legal holiday hours earned cannot exceed 8.0 hours per day.

Exempt Employee did work on the Legal Holiday

Employee Type examples: many IT, supervisors

Employee wants pay for holiday premium.

System will automatically defer holiday hours to use at another time and generate the holiday premium pay.

From Sunday 07/01/2012 to Saturday 07/14/2012																		
Timesheet																		
Sun 7/1	Mon 7/2	Tue 7/3	Wed 7/4	Thu 7/5	Fri 7/6	Sat 7/7	Sun 7/8	Mon 7/9	Tue 7/10	Wed 7/11	Thu 7/12	Fri 7/13	Sat 7/14	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1
	8.00	8.00		8.00	8.00			8.00	8.00	8.00	8.00	8.00		72.00		UW_DEFAULT		
			2.00											2.00		UW_DEFAULT		
			6.00											6.00	HOLWK - Holiday Worked	UW_DEFAULT		

Summary of Hours

TRC Totals		
Time Reporting Code	Short Description	Hours
HOLWK	Hol Work	6.000000
OT050	OT .5	6.000000 This is the actual holiday premium pay
REG00	Reg Hour	72.000000 72.0 Regular Hours + 6.0 HolWk + 2.0 LH used = based 80.0 hours
LGHOL	LegalHlday	2.000000 Notice only using 2.0 hours of Legal Holiday

Exempt Employee did work on the Legal Holiday

Employee Type examples: many IT, supervisors

Employee wants comp time for holiday premium.

System will automatically defer holiday hours to use at another time.

Must input COMP code in Rule Element 1 on the actual Legal Holiday day to have it generate as comp time earned. Otherwise it will default as pay.

All hours of premium Holiday pay will be paid as comp time if indicate COMP in Rule Element 1 on Holiday Worked day.

NOTE: This is the only time you would use Rule Element 1 to indicate comp time earning.

From Sunday 07/01/2012 to Saturday 07/14/2012																		
Timesheet																		
Sun 7/1	Mon 7/2	Tue 7/3	Wed 7/4	Thu 7/5	Fri 7/6	Sat 7/7	Sun 7/8	Mon 7/9	Tue 7/10	Wed 7/11	Thu 7/12	Fri 7/13	Sat 7/14	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1
	8.00	8.00		8.00	8.00			8.00	8.00	8.00	8.00	8.00		72.00		UW_DEFAULT		
			2.00											2.00		UW_DEFAULT		
			6.00											6.00	HOLWK - Holiday Worked	UW_DEFAULT		COMP

Summary of Hours

TRC Totals	Time Reporting Code	Short Description	Hours	
	HOLWK	Hol Work	6.000000	
	CT050	CmpErn 0.5	3.000000	This is the actual holiday premium pay
	REG00	Reg Hour	72.000000	72.0 Regular Hours + 6.0 HolWk + 2.0 LH used = based 80.0 hours
	LGHOL	LegalHliday	2.000000	Notice only using 2.0 hours of Legal Holiday

Exempt Employee did work on the Legal Holiday

Employee Type examples: many IT, supervisors

Employee wants pay for holiday premium and any hours over 40 per week.

System will automatically defer holiday hours to use at another time and generate the holiday premium pay.

All hours over 40 in a week must be added to timesheet by adding a row and indicating the appropriate Time Reporting Code (EOT10 – Exempt Overtime 1.0).

From Sunday 08/28/2011 to Saturday 09/10/2011																		
Timesheet																		
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1
10.00	10.00	10.00	10.00				10.00	0.00		10.00	10.00			70.00		UW_DEFAULT		
9.00	4.00	4.00	2.00	0.50	1.00		9.00	9.00		8.50	9.00	8.75	6.00	70.75	EN045 - Exempt Night Differential	UW_DEFAULT		
		2.00		7.00	11.00	5.50			3.25			8.75	6.00	43.5	EOT10 – Exempt Overtime 1.0	UW_DEFAULT		
7.00						5.50	7.00					3.75	6.00	29.25	EW060 - Exempt Weekend Diff	UW_DEFAULT		
								10.00						10.00	HOLWK - Holiday Worked	UW_DEFAULT		

Summary of Hours

TRC Totals		
Time Reporting Code	Short Description	Hours
EN045	Exempt ND	70.750000
EOT10	Ex OT 1.0	43.500000
EW060	Exempt WD	29.250000
HOLWK	Hol Work	10.000000
OT050	OT .5	10.000000
REG00	Reg Hour	70.000000

This is the actual holiday premium pay
 70.0 Regular Hours + 10.0 HolWk = based 80.0 hours
 All Legal Holiday Hours have been deferred

Total80 for Empl_Rcd: 80.000000

Exempt Employee did work on the Legal Holiday

Employee Type examples: many IT, supervisors

Employee wants comp time for holiday premium.

System will automatically defer holiday hours to use at another time.

Must input COMP code in Rule Element 1 on the actual Legal Holiday day to have it generate as comp time earned. Otherwise it will default as pay.

All hours of premium Holiday pay will be paid as comp time if indicate COMP in Rule Element 1 on Holiday Worked day.

NOTE: This is the only time you would use Rule Element 1 to indicate comp time earning.

All hours over 40 in a week must be added to timesheet by adding a row and indicating the appropriate Time Reporting Code (ECT10 – Exempt Comp Time).

From Sunday 08/28/2011 to Saturday 09/10/2011																		
Timesheet																		
Sun 8/28	Mon 8/29	Tue 8/30	Wed 8/31	Thu 9/1	Fri 9/2	Sat 9/3	Sun 9/4	Mon 9/5	Tue 9/6	Wed 9/7	Thu 9/8	Fri 9/9	Sat 9/10	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1
10.00	10.00	10.00	10.00				10.00	0.00		10.00	10.00			70.00		UW_DEFAULT		
9.00	4.00	4.00	2.00	0.50	1.00		9.00	9.00		8.50	9.00	8.75	6.00	70.75	EN045 - Exempt Night Differential	UW_DEFAULT		
		2.00		7.00	11.00	5.50			3.25			8.75	6.00	43.5	ECT10 – Exempt Comp Time	UW_DEFAULT		
7.00						5.50	7.00					3.75	6.00	29.25	EW060 - Exempt Weekend Diff	UW_DEFAULT		
								10.00						10.00	HOLWK - Holiday Worked	UW_DEFAULT		

Summary of Hours

TRC Totals		
Time Reporting Code	Short Description	Hours
EN045	Exempt ND	70.750000
ECT10	Ex CT 1.0	43.500000
EW060	Exempt WD	29.250000
HOLWK	Hol Work	10.000000
ECT050	Ex CT .5	10.000000
REG00	Reg Hour	70.000000

This is the actual holiday premium pay
 70.0 Regular Hours + 10.0 HolWk = based 80.0 hours
 All Legal Holiday hours have been deferred

Total80 for Empl_Rcd: 80.000000