Legal Holiday in Time and Labor for Non-Exempt Employees **Employee Type examples: University Police, Power Plant**

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

Sun	5/29	New								0.00
Mon	5/30	New	7:45:00AM			4:30:00PM	8.75			8.00
Tue	5/31	New	7:45:00AM			4:30:00PM	8.75			8.00
Wed	6/1	New	7:45:00AM			4:30:00PM	8.75			8.00
Thu	6/2	New	7:45:00AM			4:30:00PM	8.75			8.00
Fri	6/3	New	7:45:00AM			4:30:00PM	8.75			8.00
Sat	6/4	New								0.00

Assume Monday, 5/30 is the legal holiday day

Clear

Summary of Hours

Click on Summary of Hours link.

Absence Event - click to view

Reported Hours Summary - click to view

Balances - click to view

Summary of Hours opened

Empl Rcd Nbr: 0 **Working Title:**

Pay End Date: 06/04/2011

TRC Totals Customize | Find | First 1-3 of 3 Last

Time Reporting Code	Short Description	Hours
1 LGHOL	LegalHlday	8.000000
3 REG00	Reg Hour	72.000000

Total80 for Empl_Rcd: 80.000000

Total80 for Employee: 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.

Special Notes

If Legal Holiday lands on a Sunday, it is observed on the following Monday.

If Legal Holiday lands on a Saturday, it is considered a floating holiday which means you can use those hours any time during the calendar year.

All Legal Holiday hours must be used by December 31 or they will be lost.

If Employee Wishes to Use More Legal Holiday Hours than System Auto Generates (Part-Time Employees, University Police; Not Common)

1. Delete in/out times on day of the Legal Holiday
2. Indicate a Time Reporting Code of FLHOL – Floating Holiday, with quantity of additional legal holiday hours wish to use

If Employee is Not Normally Scheduled to Work on the Day of Week Holiday/Observed Holiday Falls On (Not Common)

For example: Normal Schedule is Works Tuesdays through Saturdays, off on Mondays. Holiday lands on Monday.

1. Encourage employee to take another day off in that week or pay period to use the holiday hours.
2. Employee needs to do the following on timesheet in HRS:
    a. Indicate a Time Reporting Code of NOHOL – No Legal Holiday, with quantity of 8.0 on the legal holiday/observed day. This will defer the legal holiday hours.

If employee does not indicate NOHOL for that day, the legal holiday hours will generate for that day and will process through for approval

When Employee Wants to Use Legal Holiday Hours Not on Legal Holiday Day:

For Full Day:

1. Delete in/out times on day want to use the legal holiday hours
2. Indicate a Time Reporting Code of FLHOL – Floating Holiday with quantity of 8.0 hours

For Partial Day:

1. Indicate in/out times worked
2. Add a Row
3. Indicate a Time Reporting Code of FLHOL – Floating Holiday, with quantity of hours wish to use

Non-Exempt Holiday Worked Entry Example

Non-exempt employee examples: University Police, Power Plant

Employee did not work on the actual Legal Holiday day and is not using Legal Holiday hours.
Note: Thursday, 7/4 is the Legal Holiday Day

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup
Sun	6/30	New								0.00	UW_DEFAU
Mon	7/1	Submitted	6:00:00PM				10.00			0.00	UW_DEFAU
Tue	7/2	Submitted				4:00:00AM				0.00	UW_DEFAU
		Submitted	6:00:00PM				10.00			0.00	UW_DEFAU
Wed	7/3	Submitted				4:00:00AM				0.00	UW_DEFAU
Thu	7/4	Submitted						NOHOL - No Legal Holida	8.00	0.00	UW_DEFAU
Fri	7/5	Submitted	4:00:00AM			6:00:00PM	14.00			0.00	UW_DEFAU
Sat	7/6	Submitted	4:00:00AM			8:00:00AM	4.00			0.00	UW_DEFAU
		Submitted	6:00:00PM				10.00			0.00	UW_DEFAU
Sun	7/7	Submitted				4:00:00AM				0.00	UW_DEFAU
		Submitted	6:00:00PM				10.00			0.00	UW_DEFAU
Mon	7/8	Submitted				4:00:00AM				0.00	UW_DEFAU

Legal Holiday hours will be deferred to use at another time with the NOHOL time reporting code entered.

Non-Exempt Holiday Worked Entry Example Non-exempt employee examples: University Police, Power Plant

Employee worked on the actual Legal Holiday day (1/1) and did not work on the Observed Day (1/2).

Note: Sunday 1/1 is the Legal Holiday Day
Monday 1/2 is the Observed Day

From 01/01/2012 to 01/14/2012

Timesheet

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Task Profile ID	Time Zone	Time Collection Device ID	Rule Element 1
Sun	1/1	Submitted	12:30:00PM			3:30:00PM	3.00	HOLWK - Holiday Worked		0.00	UW_DEFAULT		CST		
Mon	1/2	Submitted	7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00			8.00	UW_DEFAULT		CST		
Tue	1/3	Submitted	8:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	8.00			8.00	UW_DEFAULT		CST		
		Submitted	8:00:00PM			9:00:00PM	1.00			8.00	UW_DEFAULT		CST		
Wed	1/4	Submitted	8:15:00AM	4:45:00PM	6:00:00PM	9:00:00PM	11.50			8.00	UW_DEFAULT		CST		
Thu	1/5	Submitted	5:15:00AM	6:30:00AM	8:00:00AM	4:45:00PM	10.00			8.00	UW_DEFAULT		CST		
Fri	1/6	Submitted	8:00:00AM			4:45:00PM	8.75			8.00	UW_DEFAULT		CST		
Sat	1/7	New								0.00	UW_DEFAULT		CST		

Summary of Hours

TRC Totals Customize | Find | First 1-8 of 8 Last

	Time Reporting Code	Short Description	Hours	
1	CT100	CmpErn 1.0	8.000000	
2	CT150	CmpErn 1.5	15.500000	
3	HOLWK	Hol Work	3.000000	
4	LGHOL	LegalHlday	8.000000	
5	ND045	Night Dif	4.750000	
6	OT050	OT .5	3.000000	This is the actual holiday premium pay
7	REG00	Reg Hour	69.000000	69.0 Regular Hours + 8.0 LH + 3.0 HolWork = 80.0 hours
8	WD060	Week Dif	3.000000	

Non-Exempt Holiday Worked Entry Example Non-exempt employee examples: University Police, Power Plant

Employee did work on the Legal Holiday.

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.

From 05/20/2012 to 06/02/2012

Timesheet

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Task Profile ID	Time Zone	Time Collection Device ID	Rule Element 1
Sun	5/20	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAUL		CST		
Mon	5/21	Submitted	7:00:00AM			11:30:00AM	4.50			0.00	UW_DEFAUL		CST		
Tue	5/22	New								0.00	UW_DEFAUL		CST		
Wed	5/23	New								0.00	UW_DEFAUL		CST		
Thu	5/24	Submitted	6:00:00AM			4:00:00PM	10.00			0.00	UW_DEFAUL		CST		
Fri	5/25	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAUL		CST		
Sat	5/26	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAUL		CST		
Sun	5/27	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAUL		CST		
Mon	5/28	Submitted	8:00:00AM			12:00:00PM	4.00	HOLWK - Holiday Worked		0.00	UW_DEFAUL		CST		
Tue	5/29	Submitted	7:00:00AM			10:00:00AM	3.00			0.00	UW_DEFAUL		CST		
Wed	5/30	New								0.00	UW_DEFAUL		CST		
Thu	5/31	Submitted	7:00:00AM			10:00:00AM	3.00			0.00	UW_DEFAUL		CST		
Fri	6/1	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAUL		CST		
Sat	6/2	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAUL		CST		

Summary of Hours

TRC Totals Customize | Find | First 1-5 of 5 Last

Time Reporting Code	Short Description	Hours	
1 HOLWK	Hol Work	4.000000	
2 OT050	OT .5	4.000000	This is the actual holiday premium pay
3 OT150	OT 1.5	10.500000	
4 REG00	Reg Hour	76.000000	76.0 Regular Hours + 4.0 HolWork = based 80.0 hours
5 WD080	Week Dif	40.000000	
6 LGHOL	LegalHlday	4.000000	Notice only using 4.0 hours of Legal Holiday

Non-Exempt Holiday Worked Entry Example Non-exempt employee examples: University Police, Power Plant

Employee worked on the actual Legal Holiday day and did not work on the Observed Day.

Note: Sunday 1/1 is the Legal Holiday Day
Monday 1/2 is the Observed Day

If want **pay** for holiday premium, will default; no need to indicate anything.
If want **comp** for holiday premium, need to scroll to "Rule Element 1" and choose COMP on the Holiday Day itself.

From 01/01/2012 to 01/14/2012

Timesheet

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Task Profile ID	Time Zone	Time Collection Device ID	Rule Element 1
Sun	1/1	Submitted	12:30:00PM			3:30:00PM	3.00	HOLWK - Holiday Worked		0.00	UW_DEFAULT		CST		COMP
Mon	1/2	Submitted						NOHOL – No Legal Holiday	8.00	8.00	UW_DEFAULT		CST		
Tue	1/3	Submitted	8:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	8.00			8.00	UW_DEFAULT		CST		
		Submitted	8:00:00PM			9:00:00PM	1.00			8.00	UW_DEFAULT		CST		
Wed	1/4	Submitted	8:15:00AM	4:45:00PM	6:00:00PM	9:00:00PM	11.50			8.00	UW_DEFAULT		CST		
Thu	1/5	Submitted	5:15:00AM	6:30:00AM	8:00:00AM	4:45:00PM	10.00			8.00	UW_DEFAULT		CST		
Fri	1/6	Submitted	8:00:00AM			4:45:00PM	8.75			8.00	UW_DEFAULT		CST		
Sat	1/7	New								0.00	UW_DEFAULT		CST		

Employee did not work on Legal Holiday and does not want to use the Legal Holiday hours.

Wants COMP for all hours over 40 in that week; Legal Holiday hours will be deferred to use at another time.

From 01/15/2012 to 01/29/2012

Timesheet

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Task Profile ID	Time Zone	Time Collection Device ID	Rule Element 1
Sun	1/15	New								0.00	UW_DEFAULT		CST		
Mon	1/16	Submitted						NOHOL - No Legal Holiday	8.00	0.00	UW_DEFAULT		CST		
Tue	1/17	New								0.00	UW_DEFAULT		CST		
Wed	1/18	Submitted	10:00:00PM				10.00			0.00	UW_DEFAULT		CST		
Thu	1/19	Submitted				8:00:00AM				0.00	UW_DEFAULT		CST		COMP
		Submitted	10:00:00PM				10.00			0.00	UW_DEFAULT		CST		
Fri	1/20	Submitted				8:00:00AM				0.00	UW_DEFAULT		CST		
		Submitted	10:00:00PM				10.00			0.00	UW_DEFAULT		CST		
Sat	1/21	Submitted				8:00:00AM				0.00	UW_DEFAULT		CST		
		Submitted	10:00:00PM				11.50			0.00	UW_DEFAULT		CST		
Sun	1/22	Submitted				9:30:00AM				0.00	UW_DEFAULT		CST		

Non-Exempt Holiday Worked Entry Example Non-exempt employee examples: University Police, Power Plant

Night Shift Employee did work on the Legal Holiday.

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.

Notice Time Reporting Code of NOHOL – this would be if you worked less than 8.0 hours on the legal holiday day and did not wish to use any of the legal holiday hours for legal holiday day itself.

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Task Profile ID	Time Zone	Time Collection Device ID	Rule Element 1
Sat	5/19	Submitted				8:00:00AM				0.00	UW_DEFAUL		CST		
		Submitted	10:00:00PM				10.00								
Sun	5/20	Submitted						FLHOL - Floating Holiday	2.25	0.00	UW_DEFAUL		CST		
		Submitted				8:00:00AM				0.00	UW_DEFAUL		CST		
		Approved						Prs Holday - PSHOL	7.75	0.00	UW_DEFAULT		CST		
Mon	5/21	New								0.00	UW_DEFAUL		CST		
Tue	5/22	New								0.00	UW_DEFAUL		CST		
Wed	5/23	New								0.00	UW_DEFAUL		CST		
Thu	5/24	Submitted	6:00:00AM			4:00:00PM	10.00			0.00	UW_DEFAUL		CST		
Fri	5/25	Submitted	10:00:00PM				10.00			0.00	UW_DEFAUL		CST		
Sat	5/26	Submitted				8:00:00AM				0.00	UW_DEFAUL		CST		
		Submitted	10:00:00PM				10.00			0.00	UW_DEFAUL		CST		
Sun	5/27	Submitted						CTUSE - Comp Time Take	7.00	0.00	UW_DEFAUL		CST		
		Submitted				8:00:00AM				0.00	UW_DEFAUL		CST		
		Submitted	10:00:00PM				3.00			0.00	UW_DEFAUL		CST		
Mon	5/28	Submitted						NOHOL - No Legal Holida	8.00	0.00	UW_DEFAUL		CST		
		Submitted				1:00:00AM		HOLWK - Holiday Worke		0.00	UW_DEFAUL		CST		
		Submitted	10:00:00PM				10.00	HOLWK - Holiday Worke		0.00	UW_DEFAUL		CST		
Tue	5/29	Submitted				8:00:00AM				0.00	UW_DEFAUL		CST		
Wed	5/30	New								0.00	UW_DEFAUL		CST		
Thu	5/31	New								0.00	UW_DEFAUL		CST		
Fri	6/1	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAUL		CST		
Sat	6/2	Submitted	10:00:00PM				10.00			0.00	UW_DEFAUL		CST		
Sun	6/3	Submitted				8:00:00AM				0.00	UW_DEFAUL		CST		

Clear

NOTE: Saturday, 5/19 – 8:00am Out; 10:00am In; Sunday, 5/20 8:00am Out - This punch is from previous pay period. It shows here because the end of the shift is on the current pay period. It will be included in the Reported Hours total at the top of the timesheet. However, it is paid based on the date of the start of the shift.

The FLHOL and PSHOL are for Sunday, 5/20 shift. It will be paid on this pay period.

Summary of Hours

TRC Totals Customize | Find | First 1-10 of 10 Last

	Time Reporting Code	Short Description	Hours
1	CTUSE	Comp Take	7.000000
2	FLHOL	FloatHlday	2.250000
3	HOLWK	Hol Work	10.000000
4	LGHOL	LegalHlday	
5	ND045	Night Dif	35.000000
6	NOHOL	NoLegHlday	8.000000
7	OT050	OT .5	10.000000
8	PSHOL	Prs Holday	7.750000
9	REG00	Reg Hour	53.000000
10	WD060	Week Dif	30.000000

Legal Holiday Using

Notice no Legal Holiday generating

Deferring 8.0 hours of legal holiday

53.0 Regular Hours + 2.25 Floating Holiday Used + 10.0 HOLWK + 7.75 PH + 7.0 CT Use = base 80.0 hours

Legal Holiday in Time and Labor for Exempt Employees **Employee Type examples: University Police, Power Plant**

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

Timesheet

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_DEFAUL			

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

Absence Event - click to view

Reporte

Balance

Summary of Hours opened

Empl Rcd Nbr: 0 **Working Title:**

Pay End Date: 06/04/2011

TRC Totals Customize | Find | First 1-3 of 3 Last

Time Reporting Code	Short Description	Hours
1 LGHOL	LegalHlday	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 Holiday Worked Entry Example Exempt employee examples: University Police, Power Plant

Employee did not work on the actual Legal Holiday and is not using Legal Holiday hours.
Note: Thursday 7/4 is the Legal Holiday Day

From Sunday 06/30/2013 to Saturday 07/13/2013

Timesheet

Sun 6/30	Mon 7/1	Tue 7/2	Wed 7/3	Thu 7/4	Fri 7/5	Sat 7/6	Sun 7/7	Mon 7/8	Tue 7/9	Wed 7/10	Thu 7/11	Fri 7/12	Sat 7/13	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule E
				8.00										8.00	NOHOL - No Legal Holiday	UW_DEFAUL		
	8.00	8.00	8.00		8.00					8.00	8.00	8.00		56.00	REG00 - Regular Hours	UW_DEFAUL		
								8.00	8.00					16.00	Vacation - VACTN	UW_DEFAULT		

Legal Holiday hours will be deferred to use at another time with the NOHOL time reporting code entered.

Exempt Holiday Worked Entry Example Exempt employee examples: University Police, Power Plant

Employee worked on the actual Legal Holiday day and all day on the Observed Day.

Note: Sunday 1/1 is the Legal Holiday Day
Monday 1/2 is the Observed Day

If want **pay** for holiday premium, will default; no need to indicate anything.
If want **comp** for holiday premium, need to scroll to "Rule Element 1" and choose COMP on the Holiday Day itself.

From Sunday 01/01/2012 to Saturday 01/14/2012

Timesheet

Sun 1/1	Mon 1/2	Tue 1/3	Wed 1/4	Thu 1/5	Fri 1/6	Sat 1/7	Sun 1/8	Mon 1/9	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2
	10.00	10.00							9.00	9.00	6.00			47.00		UW_DEFAULT			
7.00	9.00	5.00												23.00	EN045 - Exempt Night Differential	UW_DEFAULT			
7.00														7.00	EW060 - Exempt Weekend Diff	UW_DEFAULT			
7.00														7.00	HOLWK - Holiday Worked	UW_DEFAULT		COMP	
	0.00														NOHOL - No Legal Holiday	UW_DEFAULT			
						4.00		4.00						8.00	Vacation - VACTN	UW_DEFAULT			

Employee did not work on Legal Holiday and does not want to use the Legal Holiday hours.

From Sunday 05/20/2012 to Saturday 06/02/2012

Timesheet

Sun 5/20	Mon 5/21	Tue 5/22	Wed 5/23	Thu 5/24	Fri 5/25	Sat 5/26	Sun 5/27	Mon 5/28	Tue 5/29	Wed 5/30	Thu 5/31	Fri 6/1	Sat 6/2	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1
			10.00	10.00	10.00	10.00			6.00	11.50	10.00	11.50	1.00	80.00		UW_DEFAUL		
			9.00	8.00	9.00	9.00				10.50	8.00	10.50	9.00	73.00	EN045 - Exempt Night Differe	UW_DEFAUL		
													9.00	9.00	EOT15 - Exempt Overtime 1.5	UW_DEFAUL		
					3.00	10.00						4.50	10.00	27.50	EW060 - Exempt Weekend Di	UW_DEFAUL		
								0.00							NOHOL - No Legal Holiday	UW_DEFAUL		

Exempt Holiday Worked Entry Example Exempt employee examples: University Police, Power Plant

Employee worked on the actual Legal Holiday day.

If want **pay** for holiday premium, will default; no need to indicate anything.
If want **comp** for holiday premium, need to scroll to "Rule Element 1" and choose COMP on the Holiday Day itself.

From Sunday 12/18/2011 to Saturday 12/31/2011

Timesheet

Sun 12/18	Mon 12/19	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Sat 12/24	Sun 12/25	Mon 12/26	Tue 12/27	Wed 12/28	Thu 12/29	Fri 12/30	Sat 12/31	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1
			10.00	10.00				10.00						30.00		UW_DEFAULT		
			4.00	4.00				4.00					9.00	21.00	EN045 - Exempt Night Differential	UW_DEFAULT		
							10.00						10.00	20.00	EW060 - Exempt Weekend Diff	UW_DEFAULT		
					10.00	10.00						10.00		30.00	FLHOL - Floating Holiday	UW_DEFAULT		
							10.00						10.00	20.00	HOLWK - Holiday Worked	UW_DEFAULT		
								8.00						8.00	NOHOL - No Legal Holiday	UW_DEFAULT		

Summary of Hours

TRC Totals Customize | Find | First 1-7 of 7 Last

	Time Reporting Code	Short Description	Hours	
1	EN045	Exempt ND	21.000000	
2	EW060	Exempt WD	20.000000	
3	FLHOL	FloatHIday	30.000000	
4	HOLWK	Hol Work	20.000000	
5	NOHOL	NoLegHIday	8.000000	Deferring 8.0 hours of legal holiday
6	OT050	OT .5	20.000000	This is the actual holiday premium pay
7	REG00	Reg Hour	30.000000	30.0 Regular Hours + 30.0 Floating Holiday Used + 20.0 HOLWK = base 80.0 hours

Exempt Holiday Worked Entry Example Exempt employee examples: University Police, Power Plant

Employee worked on the actual Legal Holiday day.

If want **pay** for holiday premium, will default; no need to indicate anything.
If want **comp** for holiday premium, need to scroll to "Rule Element 1" and choose COMP on the Holiday Day itself.

From Sunday 11/20/2011 to Saturday 12/03/2011

Timesheet

Sun 11/20	Mon 11/21	Tue 11/22	Wed 11/23	Thu 11/24	Fri 11/25	Sat 11/26	Sun 11/27	Mon 11/28	Tue 11/29	Wed 11/30	Thu 12/1	Fri 12/2	Sat 12/3	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1
	10.00	10.00	10.00					8.00	8.00	8.00	8.00	8.00		70.00		UW_DEFAULT		
5.00	9.00	7.00	9.00	9.00			3.50	10.50	9.00	4.00	9.00	10.00	2.00	87.00	EN045 - Exempt Night Differential	UW_DEFAULT		
5.00							3.50	2.50	7.00	2.00	7.00	8.00	2.00	37.00	EOT15 - Exempt Overtime 1.5	UW_DEFAULT		
5.00							3.50					4.00	2.00	14.50	EW060 - Exempt Weekend Diff	UW_DEFAULT		
				10.00										10.00	HOLWK - Holiday Worked	UW_DEFAULT		
				1.00										1.00	NOHOL - No Legal Holiday	UW_DEFAULT		

Summary of Hours

TRC Totals Customize | Find | First 1-10 of 10 Last

	Time Reporting Code	Short Description	Hours	
1	EN045	Exempt ND	87.000000	
3	EOT15	Ex OT 1.5	37.000000	
4	EW060	Exempt WD	14.500000	
5	HOLWK	Hol Work	10.000000	
6	LGHOL	LegalHIday		Notice no Legal Holiday generating
7	NOHOL	NoLegHIday	1.000000	Deferring 1.0 hours of legal holiday
9	OT050	OT .5	10.000000	This is the actual Legal Holiday premium pay
10	REG00	Reg Hour	70.000000	70.0 Regular Hours + 10.0 HOLWK = base 80.0 hours