

## **Part-Time Biweekly Employees Legal Holiday Recording on Timesheet**

### **Recommendation: When recording your legal holiday usage for legal holidays**

NOTE: If you are not normally scheduled on the day of the week that the legal holiday occurs, your legal holiday hours will automatically be deferred to use at another time.

If the Summary of Hours show legal holiday generation of more than what you wish to use – regardless of what your pre-populated schedule states for the legal holiday day – follow the steps below (visual examples on next page):

1. On the legal holiday day clear out the in/out times
2. Choose a Time Reporting Code (TRC) of NOHOL, indicate a quantity of zero (0)
3. Add a row on the legal holiday day
4. Choose a TRC of FLHOL
5. In the quantity box, indicate the legal holiday hours you earn based on your **FTE**, not based on how many hours in pay status for that pay period
6. Request an Absence of leave such as vacation or personal holiday to equal the normal scheduled hours for the day the legal holiday falls on

### **Calculating Hours Earned Based on FTE**

Take your FTE and multiply it by 8.0 hours (full-time earnings). That is what you should indicate in the FLHOL quantity box, rounding down to the nearest quarter hour so you do not end up overusing.

Example: FTE is 0.60;  $0.60 \times 8.0 = 4.8$ ; indicate FLHOL of 4.75 so system will not round up and cause over usage

If you want to claim anything above the FTE hours, use some other leave such as personal holiday or vacation to make up the difference.

### **Reading Balances on Earnings Statement**

#### *Ending Earned Balance*

If you have a positive balance, then use those hours like vacation. Those hours must be used by December 31 of each year or they will be lost.

If you have a negative balance, then you have overused legal holiday hours. You will need to decrease the number of hours of FLHOL you use on the next legal holiday day to adjust. If you have a negative balance at the end of the calendar year, you will be asked to pay back those monies.

**Non-Exempt Example (ADA, USA):**

FTE = 0.84

Regular scheduled hours if had worked on this day of week = 8.0 hours

FTE Legal Holiday hours = 6.75 (8.0 x 0.84 = 6.72; rounded to nearest quarter hour)

FLHOL = 6.75      NOHOL = 0.0

Vacation = 1.25 (8.0 normal schedule for that day minus 6.75 LH using = 1.25)

Timesheet											
Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgr
☞	Sun	9/1	New							0.00	UW_DE
☞	Mon	9/2	Submitted					FLHOL - Floating Holiday	6.75	8.00	UW_DE
☞		Submitted						NOHOL - No Legal Holiday	0.00	8.00	UW_DE
☞		Approved						Vacation - VACTN	1.25	8.00	UW_DE
☞	Tue	9/3	Submitted	7:45:00AM	11:30:00AM	12:15:00PM	4:30:00PM	8.00		8.00	UW_DE

**Exempt Example (Supervisor):**

FTE = 0.84

Regular scheduled hours if had worked on this day of week = 8.0 hours

FTE Legal Holiday hours = 6.75 (8.0 x 0.84 = 6.72; rounded to nearest quarter hour)

FLHOL = 6.75      NOHOL = 0.0

Vacation = 1.25 (8.0 normal schedule for that day minus 6.75 LH using = 1.25)

Timesheet										
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Tas	
		6.00					6.00		UW	
			8.00	8.00	8.00		24.00		UW	
	6.75						6.75	FLHOL - Floating Holiday	UW	
	0.00							NOHOL - No Legal Holiday	UW	
		2.00					2.00	Sick Leave - SCKLV	UW	
	1.25						1.25	Vacation - VACTN	UW	

**Technical Rule**

The technical rule is that you do not earn additional legal holiday hours above your FTE until *after* the payroll is completed. You are not eligible to use the additional hours until the pay period *after* the pay period in which the legal holiday occurs.

Utilizing the process within this guide will ensure you will not be short legal holiday hours at the end of the year.

**Questions**

Contact Jodi Anthony, 424-2070 or [anthonyj@uwosh.edu](mailto:anthonyj@uwosh.edu) if you have any questions.