

**Legal Holiday in Time and Labor for Night Shift Non-Exempt Employees**

**Employee Type examples: office support, custodian, trades**

**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**

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	7/1	New								0.00	UW_DEFAULT		CST		
Mon	7/2	New	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Tue	7/3	New				1:00:00AM				8.00	UW_DEFAULT		CST		
Wed	7/4	New	5:00:00PM				8.00			0.00	UW_DEFAULT		CST		
Thu	7/5	New				1:00:00AM				8.00	UW_DEFAULT		CST		
Fri	7/6	New	5:00:00PM				8.00			0.00	UW_DEFAULT		CST		
Sat	7/7	New				1:00:00AM				0.00	UW_DEFAULT		CST		
Sun	7/8	New								0.00	UW_DEFAULT		CST		
Mon	7/9	New	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Tue	7/10	New				1:00:00AM				8.00	UW_DEFAULT		CST		
Wed	7/11	New	5:00:00PM				8.00			0.00	UW_DEFAULT		CST		
Thu	7/12	New				1:00:00AM				8.00	UW_DEFAULT		CST		
Fri	7/13	New	5:00:00PM				8.00			0.00	UW_DEFAULT		CST		
Sat	7/14	New				1:00:00AM				0.00	UW_DEFAULT		CST		

Assume Wednesday, 7/4 is the legal holiday day

**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.

**Summary of Hours opened**

TRC Totals		
Time Reporting Code	Short Description	Hours
1 LGHOL	LegalHlday	8.000000
2 ND045	Night Dif	63.000000
3 REG00	Reg Hour	72.000000
4 WD060	Week Dif	2.000000

## 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

**Night Shift Non-Exempt Employee worked from 12midnight to 1:00am on the Legal Holiday and also wants to use a full 8.0 hours of Legal Holiday**

**Employee wants pay for holiday premium.**

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

Timesheet											
Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	
Sun	6/30	New								0.00	
Mon	7/1	Submitted	5:00:00PM				8.00			8.00	
Tue	7/2	Submitted				1:00:00AM				8.00	
		Submitted	5:00:00PM				8.00			8.00	
Wed	7/3	Submitted				1:00:00AM				8.00	
		Submitted	5:00:00PM			11:59:00PM	6.98			8.00	
Thu	7/4	Submitted						FLHOL - Floating Holiday	1.00	8.00	
		Submitted	12:00:00AM			1:00:00AM	1.00	HOLWK - Holiday Worked		8.00	
		Submitted	5:00:00PM				8.00			8.00	
Fri	7/5	Submitted				1:00:00AM				8.00	
		Submitted	5:00:00PM				8.00			8.00	
Sat	7/6	Submitted				1:00:00AM				0.00	

Summary of Hours

TRC Totals		
Time Reporting Code	Short Description	Hours
1 FLHOL	FloatHday	1.000000
2 HOLWK	Hol Work	1.000000
3 LGHOL	LegalHday	7.000000
4 ND045	Night Dif	63.000000
5 OT050	OT .5	1.000000
6 REG00	Reg Hour	71.000000
7 WD060	Week Dif	2.000000

This is the actual holiday premium pay

71.0 Regular Hours + 1.0 FLHOL + 1.0 HolWk + 7.0 LH = base 80.0 hours

**NOTE:** If you choose not to indicate the FLHOL of 1.0 hour on the legal holiday, you will not be paid your full 80.0 hours for the pay period.

**Night Shift Non-Exempt Employee worked from 12midnight to 1:00am on the Legal Holiday and also wants a full 8.0 hours on Legal Holiday**

**Employee wants Comp Time for holiday premium.**

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

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	Rule Element 2	Date
Sun	6/30	New								0.00	UW_DEFAULT		CST				6/30
Mon	7/1	Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST				7/1
Tue	7/2	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST				7/2
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST				7/2
Wed	7/3	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST				7/3
		Submitted	5:00:00PM			11:59:00PM	6.98			8.00	UW_DEFAULT		CST				7/3
Thu	7/4	Submitted						FLHOL - Floating Holiday	1.00	8.00	UW_DEFAULT		CST				7/4
		Submitted	12:00:00AM			1:00:00AM	1.00	HOLWK - Holiday Worker		8.00	UW_DEFAULT		CST		COMP		7/4
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST				7/4
Fri	7/5	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST				7/5
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST				7/5
Sat	7/6	Submitted				1:00:00AM				0.00	UW_DEFAULT		CST				7/6
Sun	7/7	New								0.00	UW_DEFAULT		CST				7/7
Mon	7/8	Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST				7/8
Tue	7/9	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST				7/9

**Summary of Hours**

Time Reporting Code	Short Description	Hours
1 FLHOL	FloatHday	1.000000
2 HOLWK	Hol Work	1.000000
3 LGHOL	LegalHday	7.000000
4 ND045	Night Dif	63.000000
5 CT050	CmpEm 0.5	0.500000
6 REG00	Reg Hour	71.000000
7 WD060	Week Dif	2.000000

This is the actual holiday premium pay

71.0 Regular Hours + 1.0 FLHOL + 1.0 HolWk + 7.0 LH = base 80.0 hours

**NOTE:** If you choose not to indicate the FLHOL of 1.0 hour on the legal holiday, you will not be paid your full 80.0 hours for the pay period.

**Night Shift Non-Exempt Employee worked from 12midnight to 1:00am on the Legal Holiday AND worked additional 7.0 hours on Legal Holiday**

**Employee wants pay for holiday premium.**

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

Timesheet												
Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Task Profil
Sun	6/30	New								0.00	UW_DEFAULT	
Mon	7/1	Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT	
Tue	7/2	Submitted				1:00:00AM				8.00	UW_DEFAULT	
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT	
Wed	7/3	Submitted				1:00:00AM				8.00	UW_DEFAULT	
		Submitted	5:00:00PM			11:59:00PM	6.98			8.00	UW_DEFAULT	
Thu	7/4	Submitted	12:00:00AM			1:00:00AM	1.00	HOLWK - Holiday Worked		8.00	UW_DEFAULT	
		Submitted	5:00:00PM			11:59:00PM	6.98	HOLWK - Holiday Worked		8.00	UW_DEFAULT	
Fri	7/5	Submitted	12:00:00AM			1:00:00AM	1.00			8.00	UW_DEFAULT	
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT	
Sat	7/6	Submitted				1:00:00AM				0.00	UW_DEFAULT	
Sun	7/7	New								0.00	UW_DEFAULT	
Mon	7/8	Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT	
Tue	7/9	Submitted				1:00:00AM				8.00	UW_DEFAULT	

Summary of Hours

TRC Totals		
Time Reporting Code	Short Description	Hours
1 HOLWK	Hol Work	1.000000
2 LGHOL	LegalHday	7.000000
3 ND045	Night Dif	63.000000
4 REG00	Reg Hour	71.000000
5 WD080	Week Dif	2.000000
OT050	OT .5	1.000000

71.0 Regular Hours + 8.0 HolWk = base 80.0 hours

This is the actual holiday premium pay

**Night Shift Non-Exempt Employee worked from 12midnight to 1:00am on the Legal Holiday AND worked additional 7.0 hours on Legal Holiday**

**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 each entry for the HOLWK to have it generate as comp time earned. Otherwise it will default as pay.

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	Rule Element 2	Date
Sun	6/30	New								0.00	UW_DEFAULT		CST				6/30
Mon	7/1	Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST				7/1
Tue	7/2	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST				7/2
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST				7/2
Wed	7/3	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST				7/3
		Submitted	5:00:00PM			11:59:00PM	6.98			8.00	UW_DEFAULT		CST				7/3
Thu	7/4	Submitted	12:00:00AM			1:00:00AM	1.00	HOLWK - Holiday Workc		8.00	UW_DEFAULT		CST		COMP		7/4
		Submitted	5:00:00PM			11:59:00PM	6.98	HOLWK - Holiday Workc		8.00	UW_DEFAULT		CST		COMP		7/4
Fri	7/5	Submitted	12:00:00AM			1:00:00AM	1.00			8.00	UW_DEFAULT		CST				7/5
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST				7/5
Sat	7/6	Submitted				1:00:00AM				0.00	UW_DEFAULT		CST				7/6
Sun	7/7	New								0.00	UW_DEFAULT		CST				7/7
Mon	7/8	Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST				7/8
Tue	7/9	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST				7/9

Summary of Hours

TRC Totals	Time Reporting Code	Short Description	Hours
	1 HOLWK	Hol Work	8.000000
	2 ND045	Night Dif	70.000000
	3 CT050	CmpErn 0.5	4.000000
	4 REG00	Reg Hour	72.000000
	5 WD060	Week Dif	2.000000

Notice no Legal Holiday hours used; all 8.0 hours are deferred

This is the actual holiday premium pay

72.0 Regular Hours + 8.0 HolWk = base 80.0 hours

**Night Shift Non-Exempt Employee worked from 12midnight to 1:00am on the Legal Holiday AND worked additional 4.0 hours on Legal Holiday**

**Employee wants pay for holiday premium.**

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

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup
Sun	6/30	New								0.00	UW_DEFAULT
Mon	7/1	Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT
Tue	7/2	Submitted				1:00:00AM				8.00	UW_DEFAULT
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT
Wed	7/3	Submitted				1:00:00AM				8.00	UW_DEFAULT
		Submitted	5:00:00PM			11:59:00PM	6.98			8.00	UW_DEFAULT
Thu	7/4	Submitted						FLHOL - Floating Holiday	1.00	8.00	UW_DEFAULT
		Submitted	12:00:00AM			1:00:00AM	1.00	HOLWK - Holiday Worked		8.00	UW_DEFAULT
		Submitted	8:00:00AM			12:00:00PM	4.00	HOLWK - Holiday Worked		8.00	UW_DEFAULT
Fri	7/5	Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT
Sat	7/6	Submitted				1:00:00AM				0.00	UW_DEFAULT
Sun	7/7	New								0.00	UW_DEFAULT
Mon	7/8	Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT
Tue	7/9	Submitted				1:00:00AM				8.00	UW_DEFAULT

**Summary of Hours**

TRC Totals	Time Reporting Code	Short Description	Hours
1	FLHOL	FloatHlday	1.000000
2	HOLWK	Hol Work	5.000000
3	LGHOL	LegalHlday	3.000000
4	ND045	Night Dif	63.000000
5	OT050	OT .5	5.000000
6	REG00	Reg Hour	71.000000
7	WD060	Week Dif	2.000000

Notice only 3.0 Legal Holiday hours used; 5.0 hours are deferred

This is the actual holiday premium pay

71.0 Regular Hours + 1.0 FLHOL + 5.0 HolWk + 3.0 LH = base 80.0 hours

**NOTE:** If you choose not to indicate the FLHOL of 1.0 hour on the legal holiday, you will not be paid your full 80.0 hours for the pay period.

**Night Shift Non-Exempt Employee worked from 12midnight to 1:00am on the Legal Holiday AND worked additional 4.0 hours on Legal Holiday**

**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 each entry for the HOLWK to have it generate as comp time earned. Otherwise it will default as pay.

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	Rule Element 2
Sun	6/30	New								0.00	UW_DEFAULT		CST			
Mon	7/1	Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST			
Tue	7/2	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST			
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST			
Wed	7/3	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST			
		Submitted	5:00:00PM			11:59:00PM	6.98			8.00	UW_DEFAULT		CST			
Thu	7/4	Submitted						FLHOL - Floating Holiday	1.00	8.00	UW_DEFAULT		CST			
		Submitted	12:00:00AM			1:00:00AM	1.00	HOLWK - Holiday Worker		8.00	UW_DEFAULT		CST		COMP	
		Submitted	8:00:00AM			12:00:00PM	4.00	HOLWK - Holiday Worker		8.00	UW_DEFAULT		CST		COMP	
Fri	7/5	Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST			
Sat	7/6	Submitted				1:00:00AM				0.00	UW_DEFAULT		CST			
Sun	7/7	New								0.00	UW_DEFAULT		CST			
Mon	7/8	Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST			
Tue	7/9	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST			

**Summary of Hours**

TRC Totals	Time Reporting Code	Short Description	Hours
1	FLHOL	FloatHIday	1.000000
2	HOLWK	Hol Work	5.000000
3	LGHOL	LegalHIday	3.000000
4	ND045	Night Dif	63.000000
5	CT050	CmpErn 0.5	2.500000
6	REG00	Reg Hour	71.000000
7	WD060	Week Dif	2.000000

Notice only 3.0 Legal Holiday hours used; all 5.0 hours are deferred

This is the actual holiday premium pay

71.0 Regular Hours + 1.0 FLHOL + 5.0 HolWk + 3.0 LH = base 80.0 hours

**NOTE:** If you choose not to indicate the FLHOL of 1.0 hour on the legal holiday, you will not be paid your full 80.0 hours for the pay period.