

# University Staff

## Managing and/or Working on Legal Holidays

### IMPORTANT NOTES

- **Only full time employees (FTE = 1.0) will have their legal holidays automatically loaded.**
- **Part-time employees will need to enter a legal holiday absence take for any and all legal holiday hours** they wish to use for each legal holiday day. The legal holiday hours will not be preloaded.
- **Employees working for University Police and the Heating Plant will need to enter a legal holiday absence take for any and all legal holiday hours** they wish to use for each legal holiday day. The legal holiday hours will not be preloaded.
- **If in/out times show on the timesheet for an observed legal holiday day and the legal holiday absence is loaded, the in/out times need be removed or it will cause a high exception.** Instructions for removing hours from timesheet: <http://hr.uwosh.edu/wp-content/uploads/2016/02/Removing-Hours-from-Timesheet.pdf> (if the employee actually worked on the legal holiday day, refer below).
- **If you are a full-time employee and have a prepopulated schedule that is more or less than 8.0 hours on a legal holiday day**, 8.0 hours of legal holiday will be automatically loaded and special action is needed by the employee to ensure appropriate pay. See example below on how to manage those occurrences.
- **It is the responsibility of the employee to monitor their legal holiday balances.**

### General Legal Holiday Information

- There are nine legal holidays/year (72 hours for 1.0 FTE's). Visit the UW System page for details: <https://www.wisconsin.edu/ohrwd/benefits/leave/>
- University Staff – Non-Exempt must enter time in .25 increments (e.x. 2.00, 2.25, 2.50, 2.75, etc.). Legal Holidays will only process using these increments, even if entered as a non .25 increment.
- University Staff - Exempt should record 4 or 8 hours.

### Legal Holiday Hours Earned (Allocated)

The amount of legal holiday time *earned* is based on the employee's FTE percentage, not based on total hours worked in the pay period which the legal holiday occurs. It is calculated by multiplying the annual allocation of 72 hours by their FTE – see examples below:

- 100% employee receives 8 hours per holiday with a total of 72 hours per year.
- 80% employee receives 6.5 hours per holiday ( $72 * .8 = 6.5$  hours/holiday)
- 60% employee receives 4.75 hours per holiday ( $72 * .6 = 4.75$  hours/holiday)

### Actual Legal Holiday Day vs. Observed Legal Holiday Day

- Actual Legal Holiday day is the day the legal holiday actually falls on. Sometimes this is a Saturday or Sunday.
- Observed Legal Holiday day is the day the University is closed if the actual legal holiday falls on Sunday.
- If the actual legal holiday lands on a Saturday or Sunday and the employee did not work those days, but they did work on the observed legal holiday, they are *not* eligible for the holiday premium pay
- If the actual legal holiday lands on a Saturday or Sunday and the employee did work those days, but they did not work on the observed legal holiday, they *are* eligible for the holiday premium pay

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### **HOLIDAY LOAD SCHEDULE - FULL TIME BI-WEEKLY**

The UW System Service Center will identify all active full time bi-weekly employees (FTE = 1.0) who are eligible for legal holidays and automatically load the Absence Events under the following schedule for **2017**. You will not see the legal holiday hours loaded until after the dates listed below.

- **Independence Day - 07/04/17:** Will be loaded 06/22/17-06/23/17 in advance of 07A Payroll (06/25 through 07/08)
- **Labor Day - 09/04/17:** Will be loaded 08/29/17-08/30/17 in advance of 09B Payroll (09/03 through 09/16)
- **Thanksgiving - 11/23/17:** TBD in advance of 11B Payroll (11/12 through 11/27, confirms 11/30)
- **Christmas Day - 12/25/17 & New Year's Day - 01/01/18:** TBD in advance of 01A Payroll (12/24 through 01/06)
- **Christmas Eve & New Year's Eve Day:** Because these dates will be floating holidays, the UWSC will not automatically load any hours. These hours must be used by entering an absence take of legal holiday by December 31, 2017 or they will be lost.

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### **ALL EMPLOYEES WITH NO PREPOPULATED SCHEDULE ON LEGAL HOLIDAY**

**Full time employees (FTE = 1.0) will have their legal holidays automatically loaded for the observed legal holiday day.** If you do not normally work on the day the legal holiday is loaded, please email the payroll specialist and request the legal holiday hours be voided. You can enter an absence of legal holiday on the actual date you wish to use it.

**Part-time employees will need to enter a legal holiday absence take for any and all legal holiday hours** they wish to use. It does not need to be on the legal holiday day. The legal holiday hours will not be preloaded.

**FULL-TIME EMPLOYEES WITH PREPOPULATED SCHEDULED HOURS GREATER THAN 8.0 HOURS ON LEGAL HOLIDAY**

Full-Time Employees (FTE = 1.0) that have prepopulated scheduled hours greater than 8.0 hours per day will generate REG time over 8.0 on the legal holiday day. **This will need to be removed.** These REG hours will go to NEEDS APPROVAL status and the supervisor may approve them. If the REG hours are approved you will be paid for that time in error.

**Example:** The legal holiday day is on a Monday. The full-time employee’s prepopulated schedule is 9.0 Regular Hours on Mondays.

8.0 hours of legal holiday will be auto loaded and once time admin runs 1.0 of REG hours will generate. The 1.0 REG will need to be removed and 1.0 of some other leave, such as vacation, will need to be entered.

**This can be done prior to the legal holiday hours being auto loaded.**

**HOW TO REMOVE A PREPOPULATED SCHEDULE ON A DAY**

To remove a prepopulated schedule on a specific date:

- Remove the in/out times on that date (if already submitted timesheet)
- Input a Time Reporting Code of 01 – REG 00 Regular Hours
- Input a Quantity of 0 (zero) in the box to the right of the Time Reporting Code
- Click Submit to lock in the removal of the prepopulated schedule on that date

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs
	Sun	5/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	0.00
	Mon	5/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00	01 REG00 - Regular Hours	0	8.00

Instructions for removing hours from timesheet:

<http://hr.uwosh.edu/wp-content/uploads/2016/02/Removing-Hours-from-Timesheet.pdf>

**FULL-TIME EMPLOYEES WITH PREPOPULATED SCHEDULED HOURS LESS THAN 8.0 HOURS ON LEGAL HOLIDAY**

Full-Time Employees (FTE = 1.0) that have prepopulated scheduled hours less than 8.0 hours on a legal holiday day will need to make a change to that date and pay special attention to ensure the day is paid correctly.

**Example:** The legal holiday day is on a Monday. The full-time employee’s prepopulated schedule is as 4.0 Regular Hours on Mondays.

8.0 hours of legal holiday will be auto loaded *if* four of the legal holiday hours are not entered *before* the designated legal holiday auto loading period begins (listed above).

If the 8.0 hours of legal holiday has already been auto loaded the employee will need to email the biweekly payroll specialist to request the legal holiday hours to be changed from 8.0 hours to 4.0 hours

**EMPLOYEES WORKING THE LEGAL HOLIDAY**

**Full Time Employees** who report to work on an *actual* legal holiday for a full or partial day will need to adjust the legal holiday hours by:

1. Entering the legal holiday hours needed prior to the legal holiday hours auto load, or
2. Email the biweekly payroll specialist requesting the legal holiday hours to be adjusted or voided based on hours worked on the legal holiday day

Employee will also need to enter the in/out times with the Time Reporting Code of HOLWK – Holiday Work.

**Part-Time Employees** who report to work on a legal holiday day will need to enter the in/out times with the Time Reporting Code of HOLWK – Holiday Work. If they did not work their full FTE that day and wish to claim legal holiday hours for the remaining time they will need to enter an absence take of Legal Holiday.

**Example 1:** If an employee works 4 hours on a legal holiday they would either need to add the 4.0 hours of legal holiday before the designated legal holiday auto loading period begins (listed above) *or* you will need to email the biweekly payroll specialist to request the legal holiday hours to be changed from 8.0 hours to 4.0 hours.

The employee would also need to record 4.0 hours of HOLWK - Holiday Worked on their timesheet.

**HOW TO RECORD ACTUAL HOURS WORKED ON LEGAL HOLIDAY DAY**

To record HOLWK - Holiday Worked Hours on the timesheet, refer to the knowledgebase document linked below.

NOTE: This applies to all University Staff – Continuous, Project, Temporary and Students.

<https://kb.wisc.edu/hrs/page.php?id=15618> – *University Staff Exempt employees are not eligible for HOLWK*

**HOLWK as Comp Time Earning** – if you wish to earn the holiday premium pay as Comp Time, input the COMP code in Rule Element 1 on the same line as the HOLWK code in the timesheet. (US Continuous/Project Only)

**REMEMBER:** If, as a full-time employee, you worked on a legal holiday day and the legal holiday hours were auto loaded, you will need to have the legal holiday hours adjusted or voided so you will be paid correctly. The adjusted/voided legal holiday hours will be deferred for you to use at another time. (US Continuous/Project Only)

**DEFERRING THE LEGAL HOLIDAY**

Full Time employees who do not wish to have any legal holiday hours charged on an observed legal holiday need to contact the biweekly payroll specialist to have the legal holiday hours voided. This will allow them to earn 8 hours for the legal holiday (assuming full-time FTE) but not be charged any legal holiday hours on the observed holiday.

**Example:** If an employee puts in 40 hours of work in a week containing a legal holiday and they do not wish to use any legal holiday hours, the employee needs to request the legal holiday absence to be voided. The legal holiday hours will be earned but there will be no usage for the period, effectively deferring 8 hours of legal holiday for the employee (assuming full-time FTE).

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### **EMPLOYEES WITH AN EXISTING ABSENCE TAKE ON THE OBSERVED LEGAL HOLIDAY**

- Full Time (1.0 FTE) Employees with a Legal Holiday Take already entered at the time the UW Service Center attempts to auto load legal holidays will not have a legal holiday auto loaded for them.
- If there was an existing partial day Legal Holiday take entered prior to the UW Service Center's scheduled load, the hours that were already entered are assumed to be correct and no additional Legal Holiday hours will be loaded for that day.
- Any other types of leave that are entered on the holiday will be ignored and legal holiday hours will auto load.

**Example 1:** A Full-Time Employee does not want to use 8.0 hours of legal holiday for Independence Day (07/04). On June 1 the full time Employee requests a half day (4.0 hours) of Legal Holiday for Independence Day (07/04). The 4.0 hours of Legal Holiday are not changed to 8.0 because the employee entered the legal holiday take before the auto load process occurred between 06/22/17-06/23/17.

**Example 2:** On August 1 the Full-Time Employee requests vacation the entire week when Labor Day occurs. The 40.0 hours of vacation would be ignored by the legal holiday auto load, the system did not see a pre-existing legal holiday take, so it loads 8.0 hours of legal holiday. The employee will have 16.0 hours total on the holiday day. One of the absences (legal or vacation) would need to be voided by the payroll specialist.

**Example 3:** Full-Time employee works 10.0 hour days. The employee enters a 2.0 hour vacation take before or after the legal holiday auto load. The 2.0 hours of vacation would be ignored by the legal holiday auto load, the system did not see a pre-existing legal holiday take, so it loads 8.0 hours of legal holiday. Thus, making a 10 hour day.

NOTE: The system will not allow you to enter legal holiday hours on the legal holiday day *after* the auto load. Any adjustments may require assistance from the payroll specialist.

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### **CALENDAR YEAR END BALANCES**

If there is not enough Legal Holiday balance remaining to support an automatically loaded legal holiday, some or all of the Legal Holiday take will be unpaid at the end of the calendar year.

**Example:** An employee's legal holiday balance shows as 4.75 hours at the end of the calendar year but the system auto loads the 8.0 hours of legal holiday based on a 1.0 FTE. The employee will automatically only be paid for 4.75 hours of legal holiday and go unpaid for the remaining 3.25 hours unless some other leave is entered to compensate.

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### **LEGAL HOLIDAY RECONCILIATION**

Reminder: Legal Holiday hours are earned/allocated based on FTE percentage.

If an employee unexpectedly works on the last legal holiday day of the calendar year and has not used those legal holiday hours prior to the end of the year, the legal holiday hours will be reconciled accordingly and the employee will receive email confirmation of the reconciliation.

If an employee attempts to over use their legal holiday balance the time will automatically go unpaid accordingly.

**It is the responsibility of the employee to monitor their legal holiday balances.**