Check your legal holiday in Summary of Hours:

- To determine which of the below scenarios applies to you, you should first check the number of hours that have been calculated by the payroll system in the “Summary of Hours” screen.
- To get to this screen, click the “summary of hours” link below your timesheet.

- Review the number of hours that have been calculated for you for the pay period.
- In the example below, there is one holiday this pay period and the employee works 80 hours per pay period, so 8 hours of legal holiday was calculated.

Scenarios:

Click the scenario(s) that apply to you for instructions:

- **Scenario 1** – The number of legal holiday hours calculated is the same as the number of legal holiday hours you would like to report this pay period. You do not work on the legal holiday.
- **Scenario 2** – The number of legal holiday hours calculated is not the same as the number of legal holiday hours you would like to report this pay period. You do not work on the legal holiday.
- **Scenario 3** – The legal holiday is on your scheduled day off.
- **Scenario 4** – You work on the legal holiday and you are a day shift employee.
- **Scenario 5** – Part of your shift falls on the legal holiday and you are an over-night shift employee.
- **Scenario 6** – You want to use your floating legal holiday hours.
ESS – Non-Exempt Legal Holiday Reporting

Scenario 1 - You do not work on the legal holiday. The number of legal holiday hours calculated is the same as the number of legal holiday hours you would like to report this pay period.

- In this scenario, you don’t need to do anything! If you have a pre-populated schedule, leave the scheduled hours and submit. If you do not have a pre-populated schedule, leave that day blank.
- When you submit your timesheet, you will see a message warning you that there is a legal holiday in this pay period. Click “OK” to acknowledge that warning message and save your entry.

Scenario 2 - You do not work on the legal holiday. The number of legal holiday hours calculated is not the same as the number of legal holiday hours you would like to report this pay period.

- You will need to cancel out the calculated (incorrect) amount of hours by entering a “NOHOL” Time Reporting Code (TRC) row and add the correct amount of hours by entering a “FLHOL” TRC row*.
  - First, delete your pre-populated schedule for the holiday (if you have one).
  - Add a new row for this date and select from the TRC drop-down “NOHOL – No Legal Holiday” to override the amount that was automatically calculated. Enter “0.00” in the “Quantity” field in this row.
  - Add another new row for this date and select from the TRC drop-down “FLHOL – Floating Holiday.” Enter the number of hours (rounded to the nearest quarter hour) that you want to report as legal holiday for the day in the “Quantity” field*.

- When you submit your timesheet, you will see a message warning you that there is a legal holiday in this pay period. Click “OK” to acknowledge that warning message and save your entry.

*If your legal holiday balance is lower than the number of hours you need to use (especially during the last pay period in December), please contact HR for further instructions.
Scenario 3 - The legal holiday is on your scheduled day off.
  
  - Note: this does not apply to holidays that fall on Sunday. When a holiday falls on a Sunday, the following Monday is observed as the legal holiday and legal holiday hours are calculated on Monday.
  - You will need to tell the system not to allocate you legal holiday pay for your day off by adding the “NOHOL” Time Reporting Code (TRC).
    - Select from the TRC drop-down “NOHOL – No Legal Holiday” on the date of the legal holiday to override the amount that was automatically calculated. Enter “0.00” in the “Quantity” field.
  - The amount of legal holiday that was calculated in your “Summary of Hours” screen will be converted to floating legal holiday after an overnight process. You may use your floating legal holiday in this pay period or another pay period before the end of the year.
  - When you submit your timesheet, you will see a message warning you that there is a legal holiday in this pay period. Click “OK” to acknowledge that warning message and save your entry.

Scenario 4 - You work on the legal holiday and you are a day shift employee.

  - You will need to enter your hours worked on the holiday using the “HOLWK” Time Reporting Code (TRC).
    - First, update in/out punch fields to the correct time that you worked.
    - Change the TRC for this shift to “HOLWK – Holiday Worked.”
  - The system will automatically reduce the number of hours of legal holiday hours calculated in your “Summary of Hours” after an overnight process.
    - In the example above, the employee worked 6 hours on the holiday but had 8 hours calculated in their “Summary of Hours” screen. The number of hours calculated will update to 2 hours and the other 6 hours will become floating legal holiday to be used at another time.
    - The system will also automatically apply a holiday premium pay rate to the number of hours worked on the legal holiday.
  - When you submit your timesheet, you will see a message warning you that there is a legal holiday in this pay period. Click “OK” to acknowledge that warning message and save your entry.
Scenario 5 - Part of your shift falls on the legal holiday and you are an over-night shift employee.

- You will need to enter how many hours you worked on the holiday using the “HOLWK” Time Reporting Code (TRC). Separate rows will need to be used to divide the shift between hours worked before midnight and hours worked after midnight.
- In the following example, the employee normally works 8 hour shifts on Sunday and Monday nights, but Monday is a legal holiday. This employee worked Sunday night and used his legal holiday hours to take Monday night off.

In order to correctly calculate the time worked on the holiday, enter the time as follows:

- First, enter “11:59:59PM” as the last “out” punch on the Sunday shift before the holiday. Then, enter “12:00:01AM” as the first “in” punch on the Monday of the holiday.
- Next, on the line with the in/out punch on Monday (the holiday), select “HOLWK – Holiday Worked” as the TRC.
- The system will also automatically apply an overtime pay rate to the number of hours worked on the legal holiday.

Because the example employee worked 6.50 hours on the holiday, the system will automatically reduce the amount of legal holiday calculated in the “Summary of Hours” field to 3.50 hours after an overnight process. In this example, the employee is taking off an 8 hour shift on Monday night, so they need to add new TRC rows to override it.

- First, you need to delete the rows with the pre-populated in/out punches on Monday night and Tuesday morning to indicate you are not working the Monday night shift.
- Add a new row for this date and change the TRC to “NOHOL – No Legal Holiday” and enter “0.00” in the quantity field.
- Add another new row for this date and change the TRC to “FLHOL – Floating Holiday.” Enter the number of hours that you want to report for Monday in the “Quantity” field. In this example, the employee is taking off their 8-hour Monday night shift, so they enter “8.00” hours.

When you submit your timesheet, you will see a message warning you that there is a legal holiday is this pay period. Click “OK” to acknowledge that warning message and save your entry.

~This is just one example of an overnight shift on a legal holiday. For assistance with other specific examples, please contact Human Resources.
Scenario 6 - You want to use your floating legal holiday hours.

- Floating legal holiday** hours are earned when you work on a legal holiday, a legal holiday falls on your scheduled day off, or when a legal holiday falls on a Saturday.

- Floating legal holiday is not reported in the “Request Absence” screen like most forms of paid leave time, but is instead reported on the timesheet using the “FLHOL” Time Reporting Code (TRC).

  - First, update your in/out punches in your pre-populated schedule row to reflect the hours you worked that day.
  - Add a new row on your timesheet and change the TRC to “FLHOL – Floating Holiday.” Enter the number of floating legal holiday hours you would like to use in the “Quantity” field.

- Click the submit button to save your entry.

**Floating legal holiday is not the same as Personal holiday. To use your allocated Personal holiday time off, please see the “Absence Entry” ESS guide.

Questions? Need help entering your time?
Contact HR at 785-8013