Work on Legal Holiday

There are nine legal holidays per year. Visit the UW System page for additional details and leave policies: https://www.wisconsin.edu/ohrwd/benefits/leave/

**Students should contact their supervisor to determine if they are eligible for holiday work pay; if they are, see the payroll coordinator for additional assistance.

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**Working a Legal Holiday**

1. Navigate to the timesheet.
2. Enter the start time of the shift in the **Shift In** column.
3. If you take an unpaid break, enter the start of the break in the **Break Out** column and the time returned in the **Break In** column.
4. Enter the end time of the shift in the **Shift Out** column.
5. Select **HOLWK** from the **Time/Absence Code** list.
6. Click the Submit button.
   - **Punch Total** field will show total hours entered.
   - **Reported Hours** field will total hours submitted for that period.
   - The hourglass icon will appear in the **status** column.