

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.

Working a Legal Holiday

1. Sign in to my.wisconsin.edu.
2. Click the **Time and Absence** tile.
3. Enter the start time of the shift in the **Shift In** column.
4. 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.
5. Enter the end time of the shift in the **Shift Out** column.
6. Select *HOLWK* from the **Time/Absence Code** list.
7. 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.