Work on Legal Holiday

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

Working a Legal Holiday

1. Navigate to the timesheet.
2. Select HOLWK from the Time/Absence Code list for the date that was worked
   NOTE: Hours should already be defaulted into the Quantity field.
3. Click the Submit button.
   - Reported Hours field will reflect all Time and Absence hours submitted for that period.
   - The Submitted icon will appear in the status column.

Working for Part of a Legal Holiday

1. Navigate to the timesheet.
2. Update the hours in the Quantity field to reflect hours the legal holiday time being used.
3. Click the plus sign to add another row for that date.
4. Enter the hours worked in the Quantity field.
5. Select HOLWK from the Time/Absence Code list.
6. Click the Submit button.
   - Reported Hours field will reflect all Time and Absence hours submitted for that period.
   - The Submitted icon will appear in the status column.