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/](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.