Time Reporting Guidelines for University Closing – February 2007
Benefits-Eligible Support Staff Employees - Electronic Time Sheet Users

Special time reporting guidelines apply to the time period from 12:00 noon on Tuesday, February 13, 2007 through Wednesday, February 14, 2007 when the University was officially closed. Beginning with the start of Thursday shifts, normal time reporting guidelines apply.

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Employees Who Did Not Work During Closing

Tuesday until Noon
Worked: Enter the number of hours actually worked, if any, until noon on Tuesday on Line 1 (Regular Hours Worked).
On Vacation or Sick Leave: If the employee was not at work because of previously scheduled vacation, sick leave, or convenience day, enter hours for the full day on Lines 2, 3, or 4 (Vacation, Sick Leave, Convenience Day).
Not at Work Due to Weather Conditions: If the employee could not come to work on Tuesday due to the weather conditions, the employee may receive pay for these hours by using vacation or convenience day for normal work hours until noon (enter hours on Line 2 or 4). Alternatively, if the employee has no vacation or convenience day available due to insufficient balances or is within the new-hire probationary period, or if the employee chooses to not be paid, no entry for this period should be made on the time sheet. Hours unpaid should be entered under Unpaid Leave on the Recap Time Sheet.

Tuesday After 12:00 Noon and Wednesday
Enter on Line 8 (Holiday) under appropriate days: the number of hours that the employee is normally scheduled to work on Tuesday after 12:00 noon and normally scheduled to work on Wednesday.

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Employees Who Worked During Closing

Tuesday until Noon
Worked: Enter the number of hours actually worked, if any, until noon on Tuesday on Line 1 (Regular Hours Worked).
On Vacation or Sick Leave or Convenience Day: If the employee was not at work because of previously scheduled vacation, sick leave, or convenience day, enter hours for the full day on Lines 2, 3, or 4 (Vacation, Sick Leave, Convenience Day).
Not at Work Due to Weather Conditions: If the employee could not come to work on Tuesday due to the weather conditions, the employee may receive pay for these hours by using vacation or convenience day for normal work hours until noon (enter hours on Line 2 or 4). Alternatively, if the employee has no vacation or convenience day available due to insufficient balances or probation, or if the employee chooses to not be paid, no entry for this period should be made on the time sheet. Hours unpaid should be entered under Unpaid Leave on the Recap Time Sheet.

Tuesday After 12:00 Noon and Wednesday
Worked During Normal Shift: Enter the number of hours that the employee is normally scheduled to work on Tuesday after 12:00 noon and on Wednesday on Line 8 (Holiday).
Also enter the number of hours worked after 12:00 noon on Tuesday and/or number of hours worked during normal shift on Wednesday on Line 17 (University Closing Worked).
Call Back or Call In: Enter the number of hours worked (2 hour minimum applies) for employees who were called in or called back to work after normal shift ended on Line 13 (Approved Call Back/Call In).

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Attention Timekeepers

Recap Time Sheets: Enter Line 13 (University Closing Worked) hours as pay code SSX in the Comments column for each employee as applicable; also enter Line 9 (Holiday) hours as pay code HOL in the Comments column for each employee as applicable.