

# University Closure FAQ's

## 1. How do staff members indicate time off for the closure?

*Exempt staff who were sent home or were instructed to not report to work after 1:00 p.m. on Friday, July 22, 2016 will receive pay for their scheduled work day. It is not necessary to record the closure time on the time sheet.*

*Non-Exempt, hourly employees should use the **Snow/Emergency Closure (350)** earnings code to be compensated for hours due to the University closure.*

*For employees using web time entry, those who have already started their timesheet for the pay period may need to restart their time sheet to access the Snow/Emergency Closure (350) earnings code.*

## 2. What if an employee was already scheduled to be off after 1:00 p.m.? Do we still use the Snow/Emergency Closure (350) earnings code for hours after 1:00 rather than the vacation or sick time they had intended to use?

*No. If an employee called in sick or was already off for some reason after 1:00 p.m. on Friday, July 22, 2016, the employee would still report that approved time off. Employees who were previously approved for vacation or other leave for these hours should use the normal earn code(s) that apply.*

## 3. What if I worked during the closure? Do I get the time off at a later date?

*Yes. Hourly staff who were required to work during the University closure receive compensatory time equal to the number of hours worked after 1:00 p.m. on Friday, July 22, 2016. The amount of time worked after 1:00 p.m. should be recorded as both time worked and compensatory time earned. The compensatory time earned will be recorded as straight time, meaning that one hour worked will be recorded as both one hour at regular pay and one hour of compensatory time earned. Instructions on how to record comp time can be found on the HR blog.*

## 4. If someone did not realize that they should not come in to work and worked anyway (works night shift, does not check email, is not signed up for safety first alerts, did not listen to the news, etc.) are we required to provide comp time? They were not asked to work and specifically were instructed via alert messages not to come in.

*No. The employee should be paid for hours worked only. There is no requirement to provide comp time in this instance.*

## 5. Where/How do I charge closure time for soft-funded employees?

*Closure hours for soft dollar employees should be reported the same way as all other employees, using the Snow/Emergency Closure (350) earnings code.*

*For employees using web time entry, those who have already started their timesheet for the pay period may need to restart their time sheet to access the Snow/Emergency Closure (350) earnings code.*

**6. What if I didn't know there was a(n) snow/emergency closure and I called in sick?**

*You would report sick time because you were unable to work.*

**7. As a temporary employee, do I get hours for the closure?**

*No, only regular employees receive snow/emergency closure.*