

# Reporting Time during University Closure

*From Human Resources*

For the pay period of June 17, 2018 to June 30, 2018 (Biweekly 14), please follow the instructions below for reporting your time to payroll for Sunday, June 17, 2018 and/or Monday, June 18, 2018. Time worked Tuesday, June 19, 2018 through Saturday, June 30, 2018 will be recorded following the standard time reporting procedure.

## **All Temporary and Student Employees**

All temporary and student employees will report any hours worked following their standard time reporting procedure.

## **All Regular Employees (Non-temporary/Non-Student) who did NOT work**

As a reminder, all employees who had pre-approved planned absences will still be required to use their appropriate approved leave hours during University closure.

### **Exempt**

For all exempt employees who are currently on payroll and were not called in to work at the request of the University, you will not need to submit any exception time for Sunday, June 17, 2018 or Monday, June 18, 2018.

### **Non-Exempt (Hourly)**

For all regular non-exempt employees who were scheduled to work on Sunday, June 17, 2018 and/or Monday, June 18, 2018 and who were asked not to come to work at the request of the University, you should submit your scheduled number of hours for those days only under Earning code "350 University Closure".

## **All Regular Employees who DID Work**

All regular employees who worked during the University closure at the University's request will be granted equal time off at an alternate date with approval by supervisor.

### **Exempt**

For all exempt employees who were called in to work at the request of the University on Sunday and/or Monday; you will record eight (8) hours under the Earning code of "912 Emergency Call-in – Exempt" for Monday, June 18, 2018 only.

Any exempt employee who was called in at the University's request and was on a pre-approved absence will not have their leave balance reduced for time worked. Those that utilize Time Clock Plus and were called in from a pre-approved absence will need to submit a paper time sheet.

### **Non-Exempt (Hourly)**

For all non-exempt employees who were called in to work at the request of the University on Sunday, June 17, 2018 and/or Monday, June 18, 2018; all hours worked need to be reported on the timesheet under the Earning code of "001 Regular Pay".

Any regular hourly employee who was called in at the University's request and was on a pre-approved vacation shall be paid time and one-half of the regular straight time rate and report their time under the Earning code of "212 Emergency Call in - Hourly". An employee's vacation balance will not be reduced for time worked if called in by the University from vacation to work during closures. Those that utilize Time Clock Plus and were called in from pre-approved absence will need to submit a paper time sheet.

If you have any questions, please contact Human Resources at (906) 487-2280.