



COPPIN STATE UNIVERSITY

Administrative/Furlough Taken

The following procedure is to be used when an employee uses FY11 accumulated Administrative/Furlough Leave hours.

Navigate to your time sheet. From the portal page click on CSU Employee Timekeeping > Time Reporting.



Click the **Search** button.

For Regular Faculty, Regular Exempt Employees & Full Time Non Tenure Track Faculty

Click the Apply schedule button **Apply Schedule**

	<u>Weekday</u>	<u>*Date</u>	<u>D-Day</u>	<u>*TRC</u>	<u>TRC Description</u>	<u>Hours</u>
1	Wednesday	10/07/2009 <input type="text"/>	<input checked="" type="checkbox"/>	REG	Reg Hours	8.00
2	Thursday	10/08/2009 <input type="text"/>	<input checked="" type="checkbox"/>	REG	Reg Hours	8.00
3	Friday	10/09/2009 <input type="text"/>	<input checked="" type="checkbox"/>	REG	Reg Hours	8.00
4	Monday	10/12/2009 <input type="text"/>	<input checked="" type="checkbox"/>	REG	Reg Hours	8.00
5	Tuesday	10/13/2009 <input type="text"/>	<input checked="" type="checkbox"/>	REG	Reg Hours	8.00
6	Wednesday	10/14/2009 <input type="text"/>	<input checked="" type="checkbox"/>	REG	Reg Hours	8.00
7	Thursday	10/15/2009 <input type="text"/>	<input checked="" type="checkbox"/>	REG	Reg Hours	8.00
8	Friday	10/16/2009 <input type="text"/>	<input checked="" type="checkbox"/>	REG	Reg Hours	8.00
9	Monday	10/19/2009 <input type="text"/>	<input checked="" type="checkbox"/>	REG	Reg Hours	8.00
10	Tuesday	10/20/2009 <input type="text"/>	<input checked="" type="checkbox"/>	REG	Reg Hours	8.00

Entries: 10 Total Hours: 80.00000 **Add**

All 10 entries will display with scheduled time. Unclick the D-Day check.

Administrative/Furlough Taken, continued

	Weekday	*Date	D-Day		TRC Description	Hours
1	Wednesday	10/07/2009	<input checked="" type="checkbox"/>	EXINT FACSK FRTK FURLO	Reg Hours	8.00
2	Thursday	10/08/2009	<input checked="" type="checkbox"/>	HOL	Reg Hours	8.00
3	Friday	10/09/2009	<input checked="" type="checkbox"/>	HOLTK HOLWK	Reg Hours	8.00
4	Monday	10/12/2009	<input checked="" type="checkbox"/>	JURY MIL	Reg Hours	8.00
5	Tuesday	10/13/2009	<input checked="" type="checkbox"/>	ONCAL OTP	Reg Hours	8.00
6	Wednesday	10/14/2009	<input checked="" type="checkbox"/>	PERLV REG	Reg Hours	8.00
7	Thursday	10/15/2009	<input checked="" type="checkbox"/>	SCKAD SCKFM	Reg Hours	8.00
8	Friday	10/16/2009	<input checked="" type="checkbox"/>	SHIFT SICK	Reg Hours	8.00
9	Monday	10/19/2009	<input checked="" type="checkbox"/>	UNPD VACAD	Reg Hours	8.00
10	Tuesday	10/20/2009	<input type="checkbox"/>	REG	Reg Hours	0.00

Click the TRC column drop down menu & choose FRTK.

Click on the hours column and enter 8.00 hours. Save your time sheet. You may change as many lines as you need.

For Regular Non-exempt & All Contingent II Exempt or Non-exempt Employees

Weekday	*Date	TRC Description	Hours	Start Time	Start Break 1	Return Break 1	Start Break 2	Return Break 2	Start Break 3	Return Break 3	End Time
Wednesday	12/16/2009	Reg Hours	8.00	6:30AM	12:00PM	1:00PM					3:30PM
Thursday	12/17/2009	Reg Hours	8.00	6:30AM	12:00PM	1:00PM					3:30PM
Friday	12/18/2009	Reg Hours	8.00	6:30AM	12:00PM	1:00PM					3:30PM
Monday	12/21/2009	Reg Hours	8.00	6:30AM	12:00PM	1:00PM					3:30PM
Tuesday	12/22/2009	Reg Hours	8.00	6:00AM	11:30AM	12:30PM					3:00PM
Wednesday	12/23/2009	Admin Furlor Taken	8.00								
Thursday	12/24/2009		0.00								

Total Entries: 7 Total Hours: 48.00000 Add

Enter scheduled time for the appropriate dates. To enter Administrative/Furlough leave choose the code TRC code FRTK from the drop down menu. Enter the hours used in the hours column. Save your complete time entry. You must record a minimum of 4.0 hours of Administrative/Furlough Leave in the hours column.

Please refer to the President's memo dated 8/11/10 to determine the accumulated Administrative/Furlough Leave by salary for you as an employee. Employees will accumulate Administrative/Furlough Leave hours in equivalent increments of 2 or 4 hours each pay period based on the Temporary Salary Reduction plan. The reduction will begin with the regular pay period ending 9/7/10 (pay date 9/15/10) and contractual pay period ending 8/27/10 (pay date 9/8/10).