COPPIN STATE UNIVERSITY

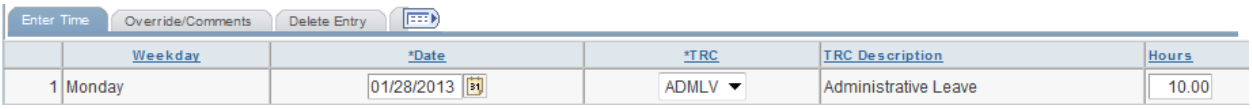
Time Entry Procedures for Non-Essential Employees who work an Alternative Work Schedule during Emergency University Closures

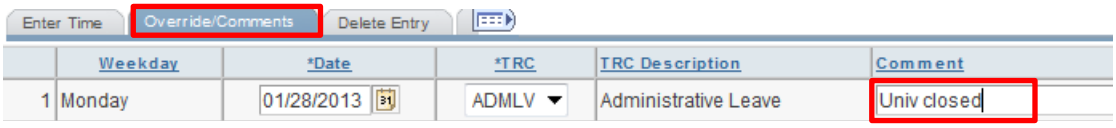
REVISED 2/5/13

This procedure reflects the CSU Policy Titled "Employee Compensation during Inclement Weather Closings". It is also in compliance with BOR Policy 170.0 VI-12.00 Policy On Emergency Conditions: Cancellation of Classes and Release of Employees. This procedure will be in effect immediately.

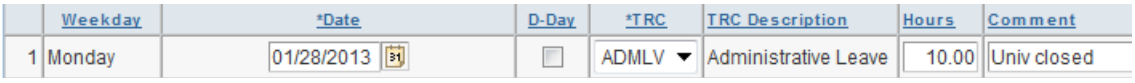
Whole Day Closure:

1. Non-essential Non-exempt employees will enter scheduled hours using the Time Reporting Code of ADMLV. No clock times are reported, only total hours. Enter the comment "Univ closed" in the comment section of the time sheet. If the closure occurs on your "off" day, you will not enter a line for that date.





2. Non-essential Exempt employees will enter hours using the Time Reporting Code of ADMLV. No Duty Day is to be reported. Enter the comment "Univ closed" in the comment section of the time sheet. If the closure occurs on your "off" day, you will not enter a line for that date.



3. Non-essential Contingent 2 exempt and non-exempt employees will follow the same procedure in item 1 or 2.
4. Non-essential Contingent 1 exempt and non-exempt employees will not be paid for scheduled hours. Therefore, do not enter any hours for the date when the University is closed.

There are times when the University opens late or closes after the work day has begun. If there is a discrepancy as to the official time of closure or late opening, please consult the Office of Human Resources.

Partial Day Closure:

1. Non-essential Non-exempt employees will enter hours using the Time Reporting Code of REG for clock time hours worked. Add an additional line for the same date using the Time Reporting Code of ADMLV for the hours the University is declared close. The total is equal to your scheduled daily hours. Enter the comment "Univ closed XX:XX(am/pm)" or "Univ open late XX:XX(am/pm)." If the closure occurs on your "off" day, you will not enter lines for that date.

1	Monday	01/28/2013	REG	Reg Hours	6.00	10:00AM	12:30PM	1:00PM					4:30PM
2	Tuesday	01/29/2013	ADMLV	Administrative Leave	4.00								

	Weekday	*Date	*TRC	TRC Description	Comment
1	Monday	01/28/2013	REG	Reg Hours	Univ open late 10:00am
2	Tuesday	01/29/2013	ADMLV	Administrative Leave	Univ open late 10:00am

2. Non-essential Exempt employees will enter their hours using "Duty Day. Enter the comment "Univ closed at XX:XX(am/pm)" or "Univ open late at XX:XX(am/pm)." If the closure occurs on your "off" day, you will not enter a line for that date.

	Weekday	*Date	D-Day	*TRC	TRC Description	Hours	Comment
1	Monday	01/28/2013		ADMLV	Administrative Leave	10.00	Univ open at 10:00am

3. Non-essential Contingent 2 exempt and non-exempt employees will follow the same procedure in item 1 or 2.
4. Non-essential Contingent 1 exempt and non-exempt employees will not be paid for scheduled hours. Therefore, enter only hours for the time worked prior to a closing or after a late opening.