Time entry procedures for **Essential Employees** working an **Alternative Work Schedule**
during Emergency University Closures

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. **Essential Non-exempt** employees shall enter their time as follows:
   a. Enter your clock time hours worked on the date the University is closed using the Time Reporting Code of REG. Enter the comment “Univ closed Essen Empl” in the comment section of your time sheet.
   b. Enter any Overtime hours (hours worked beyond their scheduled shift) on the date the University is closed using the Time Reporting Code of OT. Enter the comment “Univ closed Essen Empl” in the comment section of your time sheet.
   c. If the closure happens on your “off” day, you will not enter a line for that date.
   d. If the closure happens on your “off” day and you are called in to work, report hours as OTP. Enter the comment “Univ closed Essen Empl” in the comment section of your time sheet.
   e. **Do Not** enter ADMLV on your time sheet for any date you report hours when the University is closed.

   Non-exempt Employees will have their time calculated as stated in the CSU Policy above. It is required that the comment section be completed for proper payment.

2. **Essential Exempt** employees shall enter their time as follows:
   a. Enter your “Duty Day” on the date the University is closed. Enter the comment “Univ closed Essen Empl” in the comment section of your time sheet.
b. The department manager is responsible for tracking any compensatory time earned as a result of working when the University is closed. When using Compensatory time employees will report REG time and use the comment “Comp Time Univ Closing XX/XX/XX.” (date of closing). Refer to the CSU Policy mentioned above for compensatory time information.

c. Do Not enter ADMLV on your time sheet for any date you report hours when the University is closed.

3. **Essential Contingent 2 Exempt & Non-exempt** employees shall enter time the same as an Essential Non-exempt employee, paragraph 1, steps a. through e.

4. Essential Employees who do not report for duty during an Emergency Closure shall enter earned leave, annual, personal or other, for the hours they were scheduled to work.

There are times when the University opens late or closes after the work day has begun. Essential Employees are to report to work at their regular start time or stay and work their scheduled hours. 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. Essential Non-exempt employees shall enter time as follows:
   a. Enter your clock time hours worked as REG hours through your scheduled shift. Enter the comment “Univ opens (or closed) Essen Empl XX:XX(am/pm)” in the comment section of your time sheet. This comment must include the time of the closure.
   b. Enter any Overtime hours as OTP, hours worked beyond the scheduled shift. Enter the comment “Univ opens (or closed) Essent Empl XX:XX(am/pm)” in the comment section of your time sheet. This comment must include the time of the closure.
   c. Do Not enter ADMLV on your time sheet for any hours after the University is closed.

Or

Non-exempt Employees will have their time calculated as stated in the CSU Policy above. It is required that the comment section be completed for proper payment.
2. **Essential Exempt** employees shall enter time as follows:
   a. Enter your time for REG hours. Enter the comment “Univ opens (or closed) Essen Empl XX:XX(am/pm)” in the comments section of your time sheet.

   ![Example Time Entry](image1.png)

   b. The department manager is responsible for tracking any compensatory time earned as a result of working when the University is closed. Employees will report REG time and use the comment “Comp Time Univ Closing XX/XX/XX.”(date of closing) Refer to the CSU Policy mentioned above for compensatory time information.

   ![Example Time Entry](image2.png)

   c. Do Not enter ADMLV on your time sheet for any date when the University is closed.

3. Essential Employees who do not report for duty during an Emergency Closure or do not stay after the University is declared closed shall enter earned leave, annual, personal or other, for the hours they were scheduled to work.