

## TIME REPORTING FOR UNIVERSITY CLOSURE FOR ESSENTIAL PERSONNEL

1. If the University is Closed for the entire day, enter your worked hours for the day using **EPUCW** Essential Personnel University Closed Worked for the Time and a Half rate and **SNOCT** for the Comp Time Earned.

From Sunday 10/28/2012 to Saturday 11/03/2012

		Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31	Thu 11/1	Fri 11/2	Sat 11/3	Total	Time Reporting Code	Type	Shift
+	-		8.000							EPUCW - Essential Personnel	Hours	SFT1
+	-		8							SNOCT - Snow Detail Comp Ti		
+	-											

2. If you have no further entries, click  .
3. If the University has a **delayed start or early closure** you will need to enter multiple rows – 1 row for each Time Reporting Code – such that the total is equal to your scheduled hours for that day. You will need to enter the Essential Personnel Worked and Snow Detail Comp for hours worked and the remainder will be Regular for the hours worked not during closure.

From Sunday 10/28/2012 to Saturday 11/03/2012

		Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31	Thu 11/1	Fri 11/2	Sat 11/3	Total	Time Reporting Code	Type	Shift
+	-		5							EPUCW - Essential Personnel	Hours	SFT1
+	-		5							SNOCT - Snow Detail Comp Ti		
+	-		3							REG - Regular Pay SERS Eligi		sft1

4. If you have no further entries, click  .
5. Click  .