



[KSU Home](#) - [Contact Us](#) - [Archive](#) - [e-Inside](#)

Management Update Special Edition - Reporting Time Due to University Closing

March 11, 2008

Due to last week's inclement weather, the Kent Campus of Kent State University was officially closed from 12:01 a.m. Saturday, **March 8**, to 12:00 a.m. Sunday, **March 9**, 2008. Adjustments in time reporting and pay for classified, part-time, temporary and student employees during this period should be reported as listed below. Because closing times at Regional Campuses varied, managers should confirm with their campus dean the official closing hours.

Employees (classified, part-time, temporary, students) scheduled to work but did not because of the closing

Those employees should be paid for their scheduled hours. Employees or their supervisors should record the number of scheduled hours into Kronos as *University Business*. Employees utilizing TMX should record time in the same manner.

Employees (classified, part-time, temporary, students) who worked during the closing

Hours worked during the closing, plus the employees' regular hours for the week, will count toward any overtime calculation.

Employees should have clocked in/out for the hours they **actually** worked during the closing. If they did not, the supervisor will need to enter the actual times worked on the Kronos timecard. For the same date, insert a line on the Kronos timecard and enter the number of hours an employee actually worked between midnight Friday and midnight Saturday and record it as *University Business*. Employees utilizing TMX should record time in the same manner.

Supervisors will have until Wednesday, **March 12**, at midnight to make adjustments and approve timecards in Kronos.

Staff with approved leave time

Employees with previously scheduled and approved vacation or sick leave during the closing will be paid vacation or sick leave.

Please keep this document available in the event of any emergency closings in the future. If you have questions about a specific circumstance not listed here, contact **Alvin Evans** at 330-672-2901.

e-Inside is Kent State University's official employee communication vehicle. However, emeriti and legislators may unsubscribe by clicking [here](#).

e-Inside is distributed by University Communications and Marketing at 160 Administrative Services Building, Kent, OH 44242, on behalf of Kent State University.

Powered by [Outstanda](#).