

Special Edition Management Update Dec. 15, 2010

Reporting Time Due to University Closing

The inclement weather on Dec. 13 and 14 caused the closing of the Kent Campus and the Geauga/Twinsburg campuses. Adjustments in time reporting and pay for classified, part-time and temporary employees during the time when the university was closed should be reported as listed below. The Geauga/Twinsburg Campus reopened with the first shift on Dec. 14. The Kent Campus reopened with the start of the third shift on Dec. 14.

Please save this document and keep it readily available in the event of any emergency closings in the future.

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

These 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) who worked during the closing

Hours worked during the closing, plus the employees' regular hours for the week, will count toward any overtime calculation. This applies to essential and nonessential employees, as long as a supervisor approved the employee to work.

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 time worked on the Kronos timecard. For the same date, insert a line on the Kronos timecard and enter the number of hours an employee is regularly scheduled to work during the time when the university was closed, and record it as University Business. Employees utilizing TMX should record time in the same manner.

AFSCME Employees (classified, full-time, part-time) who worked during the closing

AFSCME employees who reported to work and were given the option to stay to assist with other functions will be compensated in accordance with the collective bargaining agreement.

Student Employees

Student employees scheduled to work but did not because of the closing should not be paid for scheduled hours; therefore, supervisors should not record scheduled hours into Kronos or TMX.

Student employees who worked during the closing should be paid for hours worked at their regular rate of pay.

Staff with approved leave time

Employees who scheduled vacation time before the university announced the closing must use vacation time; employees who called in sick before the university announced the closing must use sick leave.

Supervisors should make any necessary adjustments as soon as possible. All adjustments and time approvals must be completed by noon on Monday, Dec. 20.

If you have questions about a specific circumstance not listed here, contact HR Records at 330-672-2901 or Payroll at 330-672-8640.