

## Management Update - Special Edition - Jan. 29, 2009

### Reporting Time Due to University Closing

The inclement weather on Jan. 28 (Wednesday) caused the closing of the Kent Campus from noon until the start of the third shift; some Regional Campuses were also closed. 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. Regional Campus managers should confirm with their campus dean for the official closing hours (if your campus was closed). **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

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) 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 during the time when the university was closed and record it as University Business. Employees utilizing TMX should record time in the same manner.

### Student Employees scheduled to work but did not because of the closing

Student employees who did not work should not be paid for scheduled hours; therefore, supervisors should not record scheduled hours into either Kronos or TMX as University Business.

### Student Employees who worked during the closing

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

### Supervisors will have until Tuesday, Feb. 3, at midnight to make adjustments and approve time records.

### Staff with approved leave time

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

If you have questions about a specific circumstance not listed here, contact **Barb Casher**, HR Records manager, at 330-672-2901.

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