

## University Closure Chart – How to Complete Timecards

Category	Guidance	Examples
<b>Nonessential staff</b>	<ul style="list-style-type: none"> <li>If employees were scheduled for time off, those hours of leave time must still be entered on the timecard as leave (sick, vacation, etc.)</li> <li>All other hours must be entered as University Closure.</li> <li>The total number of hours for the day of closure should equal the total number of hours normally scheduled for that day.</li> </ul>	<p><b><u>Example #1</u></b></p> <p>Employee is normally scheduled to work 10 hours, had no previously-scheduled leave time for the day of closure.</p> <p>Timecard should show:</p> <ul style="list-style-type: none"> <li>10 hours of University Closure</li> </ul> <p><b><u>Example #2</u></b></p> <p>Employee is normally scheduled to work 8 hours, had previously been approved to take 3 hours of vacation on day of closure.</p> <p>Timecard should show:</p> <ul style="list-style-type: none"> <li>3 hours of vacation</li> <li>5 hours of University Closure</li> </ul>
<b>Essential staff</b>  <b>AND</b>  <b>Nonessential staff whose supervisors tell them that they <u>are</u> expected to work on the day of closure*</b>	<ul style="list-style-type: none"> <li>If employees were scheduled for time off, those hours of leave time must still be entered on the timecard as leave (sick, vacation, etc.)</li> <li>All hours worked should be clocked in TimeClockPlus as normal.</li> <li>University Closure should be entered for the number of hours in the employees' regularly-scheduled shifts LESS any planned leave time. (<i>Example #4</i>)</li> <li>This may result in the employees being in an overtime situation at the end of the work week.</li> </ul> <p><b><u>CALL OFFS</u></b></p> <p><i>Staff whose supervisors tell them that they are expected to work, <u>who call off on the closure day</u>, must utilize comp or vacation time for their regular hours for the day AND do not receive University Closure hours.</i></p>	<p><b><u>Example #3</u></b></p> <p>Employee is normally scheduled to work 10 hours, had no previously-scheduled leave time for day of closure, works 10 hours on day of closure.</p> <p>Timecard should show:</p> <ul style="list-style-type: none"> <li>10 hours of regular time worked</li> <li>10 hours of University Closure</li> </ul> <p><b><u>Example #4</u></b></p> <p>Employee is normally scheduled to work 8 hours, had previously been approved to take 3 hours of vacation on day of closure, works 5 hours on day of closure.</p> <p>Timecard should show:</p> <ul style="list-style-type: none"> <li>3 hours of vacation</li> <li>5 hours of regular time worked</li> <li>5 hours of University Closure</li> </ul> <p><b><u>Example #5</u></b></p> <p>Employee is normally scheduled to work 8 hours, works 10 hours on day of closure.</p> <p>Timecard should show:</p> <ul style="list-style-type: none"> <li>10 hours of regular time worked</li> <li>8 hours of University Closure</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>Students who work during a closure day are paid only for regular hours worked.</li> <li>Students do not receive University Closure hours.</li> <li>Students who do not work on a closure day are not paid any hours.</li> </ul>	

*\*Supervisors are encouraged not to require nonessential staff to work on closure days as it may cause them to go into overtime.*