

University Closure Chart – How to Complete Timecards

Category	Guidance	Examples
Nonessential staff	<ul style="list-style-type: none"> If employees were scheduled for time off, those hours of leave time must still be entered on the timecard as leave (sick, vacation, etc.) All other hours must be entered as University Closure. The total number of hours for the day of closure should equal the total number of hours normally scheduled for that day. 	<p><u>Example #1</u></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"> 10 hours of University Closure <p><u>Example #2</u></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"> 3 hours of vacation 5 hours of University Closure
Essential staff AND Nonessential staff whose supervisors tell them that they <u>are</u> expected to work on the day of closure*	<ul style="list-style-type: none"> If employees were scheduled for time off, those hours of leave time must still be entered on the timecard as leave (sick, vacation, etc.) All hours worked should be clocked in TimeClockPlus as normal. 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>) This may result in the employees being in an overtime situation at the end of the work week. <p><u>CALL OFFS</u></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><u>Example #3</u></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"> 10 hours of regular time worked 10 hours of University Closure <p><u>Example #4</u></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"> 3 hours of vacation 5 hours of regular time worked 5 hours of University Closure <p><u>Example #5</u></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"> 10 hours of regular time worked 8 hours of University Closure
Students	<ul style="list-style-type: none"> Students who work during a closure day are paid only for regular hours worked. Students do not receive University Closure hours. Students who do not work on a closure day are not paid any hours. 	

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