

Completing Your Timecard during the Closure Period Monday, March 23 through Friday, April 3

Administrators:

No changes to your timecard are necessary.

Staff and Administrators Non-Exempt:








You must log all hours worked, even remote hours worked. For any day that you work at the University, you will log your hours as you normally do. If you are working from home for some or all of the two-week period, you will use the time code "CLOSE" for your scheduled hours. For example, if you are scheduled for 30 hours in a week, you will use the new time code for all 30 hours. For the hours that you remain at home at the direction of the University, you will use the code "CLOSE" for those hours. Click here for a step-by-step guide to add the time.

Please note: No overtime will be paid to hourly employees during this period without the explicit consent of their supervisors to work more than 40 hours in a given week.


Below is a step by step guide to add the time.


1) Click on the Pencil icon and choose LTA

Employee: Test, Thurber

	Scheduled	Worked	Employee Submitted	Shift	Clocks
▶ <input type="checkbox"/> Trace 			<input type="checkbox"/>	OFF	+
▶ <input type="checkbox"/> Trace 	03/23/2020 Mon		<input type="checkbox"/>	OFF	+
▶ <input type="checkbox"/> Trace 	Shift		<input type="checkbox"/>	OFF	+
▶ <input type="checkbox"/> Trace 	LTA		<input type="checkbox"/>	OFF	+
▶ <input type="checkbox"/> Trace 	Employee Holiday		<input type="checkbox"/>	OFF	+
▶ <input type="checkbox"/> Trace 	03/27/2020 Fri		<input type="checkbox"/>	OFF	+
▶ <input type="checkbox"/> Trace 	03/28/2020 Sat		<input type="checkbox"/>	OFF	+

2) From the Override – LTA screen, please click on the search icon.

 Override - LTA: Test, Thurber - 000011254 - 03/23

Time Code  Start Date End Date Start Time Date Start Time End Time Override Comment

3) Select the "CLOSE" code for University Closure

Find	Name	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Clear"/>		
	BERV	Bereavement
	CLOSE	Univ Closure
	JDY	Jury Duty
	MAKE UP TIME TAKEN	Make Up Time Taken
	OPTIONHOL	Optional Holiday
	PERD	Personal Day
	SCKK	Sick Kin
	SCKS	Sick Self
	UNPAID TIME	Unpaid Time
	VAC	Vacation

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4) Click "Submit". No Start and End time are needed unless you are inputting a partial day.

Override - LTA: Test, Thurber - 000011254 - 03/23

Time Code	Start Date	End Date	Start Time Date	Start Time	End Time	Override Comment
<input type="text" value="CLOSE"/>	<input type="text" value="03/23/2020"/>	<input type="text" value="03/23/2020"/>	<input type="text" value="03/23/2020"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>						

5) You will see the "CLOSE" code show on your Timesheet for the day. Repeat steps 1-4 as needed to cover your standard weekly hours.

Employee: Test, Thurber ✔ Your timesheet has been saved.

Trace	Scheduled	Worked	Employee Submitted	Shift	Clocks	Time Code Summary	Hour Type Summary
<input type="checkbox"/>			<input type="text"/>				
<input type="checkbox"/>				OFF	+		
<input type="checkbox"/>				OFF	+	CLOSE 8:00	REG 8:00
<input type="checkbox"/>				OFF	+		
<input type="checkbox"/>				OFF	+		
<input type="checkbox"/>				OFF	+		
<input type="checkbox"/>				OFF	+		
<input type="checkbox"/>				OFF	+		