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

## **Administrators:**

No changes to your timecard are necessary.

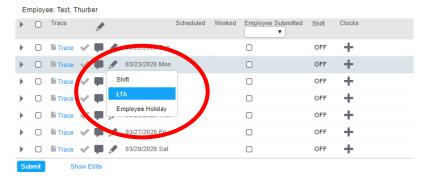
## **Staff and Administrators Non-Exempt:**

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.

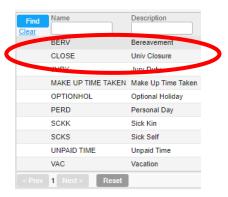
1) Click on the Pencil icon and choose LTA



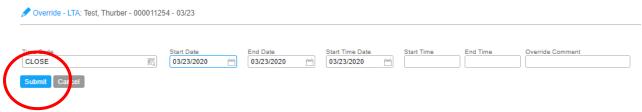
2) From the Override – LTA screen, please click on the search icon.

Time Code	Start Date 03/23/2020 📛	End Date 03/23/2020 🛗	Start Time Date  03/23/2020	Start Time	End Time	Override Comment
Submit Cancel						

3) Select the "CLOSE" code for University Closure



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



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.

