

# COPPIN STATE UNIVERSITY



## Time entry procedures for Essential Employees working an Alternative Work Schedule during Emergency University Closures

This procedure reflects the CSU Policy Titled “Employee Compensation during Inclement Weather Closings”. It is also in compliance with BOR Policy 170.0 VI-12.00 Policy On Emergency Conditions: Cancellation of Classes and Release of Employees. This procedure will be in effect immediately.

### Whole Day Closure:

1. Essential Non-exempt employees shall enter their time as follows:
  - a. Enter your clock time hours worked on the date the University is closed using the Time Reporting Code of REG. Enter the comment “Univ closed Essen Empl” in the comment section of your time sheet.
  - b. Enter any Overtime hours (hours worked beyond their scheduled shift) on the date the University is closed using the Time Reporting Code of OT. Enter the comment “Univ closed Essen Empl” in the comment section of your time sheet.
  - c. If the closure happens on your “off” day, you will not enter a line for that date.
  - d. If the closure happens on your “off” day and you are called in to work, report hours as OTP. Enter the comment “Univ closed Essen Empl” in the comment section of your time sheet.
  - e. Do Not enter ADMLV on your time sheet for any date you report hours when the University is closed.

Time Entry													
Weekday	*Date	*TRC	TRC Description	Hours	Start Time	Start Break 1	Return Break 1	Start Break 2	Return Break 2	Start Break 3	Return Break 3	End Time	
1	Wednesday	10/31/2012	REG	Reg Hours	10.00	6:00AM	10:00AM	10:30AM					4:30PM
2	Wednesday	10/31/2012	OTP	Overtime	3.50	4:30PM							8:00PM

Weekday	*Date	*TRC	TRC Description	Supervisor ID	Supervisor Name	Comment
1	Wednesday	10/31/2012	REG	Reg Hours		Univ closed Essen Empl
2	Wednesday	10/31/2012	OTP	Overtime		Univ closed Essen Empl

Non-exempt Employees will have their time calculated as stated in the CSU Policy above. It is required that the comment section be completed for proper payment.

2. Essential Exempt employees shall enter their time as follows:
  - a. Enter your “Duty Day” on the date the University is closed. Enter the comment “Univ closed Essen Empl” in the comment section of your time sheet.

Weekday	*Date	D-Day	*TRC	TRC Description	Hours	Comment
1 Monday	01/28/2013 	<input checked="" type="checkbox"/>	REG	Reg Hours	8.00	Univ closed Essen Empl

- b. The department manager is responsible for tracking any compensatory time earned as a result of working when the University is closed. When using Compensatory time employees will report REG time and use the comment “Comp Time Univ Closing XX/XX/XX.”(date of closing). Refer to the CSU Policy mentioned above for compensatory time information.


Weekday	*Date	D-Day	*TRC	TRC Description	Hours	Comment
1 Tuesday	03/19/2013 	<input checked="" type="checkbox"/>	REG	Reg Hours	8.00	Comp Time Univ Closing 1/28/13

- c. Do Not enter ADMLV on your time sheet for any date you report hours when the University is closed.
- Essential Contingent 2 Exempt & Non-exempt employees shall enter time the same as an Essential Non-exempt employee, paragraph 1, steps a. through e.
  - Essential Employees who do not report for duty during an Emergency Closure shall enter earned leave, annual, personal or other, for the hours they were scheduled to work.


There are times when the University opens late or closes after the work day has begun. Essential Employees are to report to work at their regular start time or stay and work their scheduled hours. If there is a discrepancy as to the official time of closure or late opening, please consult the Office of Human Resources.

Partial Day Closure:

- Essential Non-exempt employees shall enter time as follows:
  - Enter your clock time hours worked as REG hours through your scheduled shift. Enter the comment “Univ opens (or closed) Essen Empl XX:XX(am/pm)” in the comment section of your time sheet. This comment must include the time of the closure.
  - Enter any Overtime hours as OTP, hours worked beyond the scheduled shift. Enter the comment “Univ opens (or closed) Essent Empl XX:XX(am/pm)” in the comment section of your time sheet. This comment must include the time of the closure.
  - Do Not enter ADMLV on your time sheet for any hours after the University is closed.

1 Monday	01/28/2013 	REG	Reg Hours	Univ opens Essen Empl 10:00am
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Or

1 Monday	01/28/2013 	REG	Reg Hours	Univ closed Essen Empl 3:00pm
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Non-exempt Employees will have their time calculated as stated in the CSU Policy above. It is required that the comment section be completed for proper payment.

2. Essential Exempt employees shall enter time as follows:

- a. Enter your time for REG hours. Enter the comment “Univ opens (or closed) Essen Empl XX:XX(am/pm)” in the comments section of your time sheet.

	<u>Weekday</u>	<u>*Date</u>	<u>D-Day</u>	<u>*TRC</u>	<u>TRC Description</u>	<u>Hours</u>	<u>Comment</u>
1	Monday	01/28/2013 	<input type="checkbox"/>	REG ▼	Reg Hours	10.00	Univ opens Essen Empl 10:00am

- b. The department manager is responsible for tracking any compensatory time earned as a result of working when the University is closed. Employees will report REG time and use the comment “Comp Time Univ Closing XX/XX/XX.”(date of closing) Refer to the CSU Policy mentioned above for compensatory time information.

	<u>Weekday</u>	<u>*Date</u>	<u>D-Day</u>	<u>*TRC</u>	<u>TRC Description</u>	<u>Hours</u>	<u>Comment</u>
1	Tuesday	03/19/2013 	<input type="checkbox"/>	REG ▼	Reg Hours	10.00	Comp Time Univ Closed 1/28/13

- c. Do Not enter ADMLV on your time sheet for any date when the University is closed.

3. Essential Employees who do not report for duty during an Emergency Closure or do not stay after the University is declared closed shall enter earned leave, annual, personal or other, for the hours they were scheduled to work.