

COPPIN STATE UNIVERSITY



Time entry procedures for Essential Employees 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 OTP. Enter the comment “Univ closed Essen Empl” in the comment section of your time sheet.
 - c. Do Not enter ADMLV on your time sheet for any date you report hours worked when the University is closed.

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 Monday	01/28/2013	REG	Reg Hours	8.00	7:00AM	11:30AM	12:00PM					3:30PM
2 Monday	01/28/2013	OTP	Overtime	3.00	3:30PM							6:30PM

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 worked when the University is closed.
3. 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:

1. Essential Non-exempt employees shall enter time as follows:
 - a. 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.
 - b. Enter any Overtime hours as OTP, hours worked beyond the 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 or late opening.
 - c. **Do Not** enter ADMLV on your time sheet for any hours worked 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 "Duty Day" on the date the University opens late or closes early. Enter the comment "Univ opens(or closed) Essen Empl XX:XX(am/pm)" in the comments 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 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. When using Compensatory time employees will report REG time and use the comment "Comp Time Univ Closing XX/XX/XX." (date of closing or late opening). 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="text" value="31"/>	<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 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.