Snow Day and Holiday time Entry

With this week's official snow day and holidays, the following steps should be taken to record time. Note, these directions only apply to <u>salaried non-exempt benefited employees</u>. All types of exempt employees (including Graduate Assistants) do not need to make any specific holiday and/or snow day time recording. Hourly non-benefited employees (including work study) will only enter hours worked as hourly hours as usual.

Snow Day (11/26/19):

<u>Benefited non-exempt employees</u> will enter hours with the time reporting code "Time Off Emergency Closure." These employees will need to enter the number of hours they were scheduled to work. (4, 8, 10, etc). No additional time reporting for the snow day is required for employees who are not officially essential and required to work.

Snow Day Worked (Essential Personnel):

Essential personnel who were required to work during the snow day will enter hours with the time reporting code "Time Off Emergency Closure" as outlined above. In addition, they will record a second entry for the hours worked during the closure using the time reporting code "Emergency Closure Worked."

Edit Previously Requested Leave on Snow Day:

Any employee (including exempt employees) who had previously requested leave for 11-26-19 (vacation, sick, or compensatory time), will want to withdraw the leave in HCM. This can be done by clicking on Time and Absences > Existing Absences > Pencil icon to the right of the leave request for 11-26-19. Once inside the leave request, either click delete at the top to fully cancel the request or edit to remove the snow day from the request. The edit can also be made directly on the timecard for non-exempt employees. Your supervisor will need to approve the change as well.

Holiday (11/28-29):

On official university holidays such as the Thanksgiving Break (11/28-29), non-exempt employees should record hours on each day with the time reporting code of "Holiday Hours." The number of hours entered will coordinate with your FTE, full time employees will enter 8 hours. Non-exempt employees who work (with supervisor approval) on official holidays will also record hours worked using "Regular Hours."

For specific details on entering time in HCM as well as definitions of all time reporting codes, see the [Time Entry Quick Reference Guide](#). Employees in departments who enter time via TimeClock Plus or AiM will continue to use these systems to record holidays and snow days.

Thanks,

Payroll and Human Resources

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