

Web Time Entry – Closure Pay

The following guidelines for entering closure pay in web time entry apply to all non-exempt (hourly) staff members.

Did not work during the Closure

Non-exempt staff members with a schedule of 50% up to Full Time that do **not** work during the closure period enter time as follows:

- If the closure period occurs on the employees regularly scheduled work day then enter hours based on the employees regular work schedule as hours worked.
- Employees that are scheduled to work during the closure period (not the observed holidays) who are approved to take the day off must use paid-time off and should enter the time as:
 - Vacation hours or
 - Select Other time hours and select Personal as the Other Time Type

Worked during the Closure

- For Staff members that work their regular work schedule (up to 8 hours) enter hours worked as other time hours and select double time as other time type.
- If hours worked are less than your regular work schedule, enter the remaining scheduled hours as Hours Worked. *For example, regular work schedule is 7 hours and employee works 4 hours.*
 - *Enter 4 hours as Double Time.*
 - *Enter 3 hours as Hours Worked.*
- If hours worked exceed 8 hours, check the Insert Line box and click Submit. Enter additional hours as Other Time Hours and select Holiday Overtime as the Other Time Type. For example, Employee works 10 hours:
 - Enter 8 hours as Double Time.
 - Enter 2 hours as Holiday Overtime.

Note:

- Temporary employees are not eligible for closure pay.