Self Service – Closure/Shutdown Pay

The following guidelines for entering closure/shutdown pay in Self Service apply to all non-exempt (hourly) staff members with a 50% schedule or more.

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 REGULAR 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 REGULAR 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 Regular Hours Worked.*

Note:
- Temporary employees and Non-exempt employees with a schedule less than 50% are not eligible for paid closure/shutdown days.