

COPPIN STATE UNIVERSITY



Time entry procedures for Non-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. Non-essential Non-exempt employees will enter their hours using the Time Reporting Code of ADMLV. No clock times are reported, only total hours. Enter the comment “Univ closed” in the comment section of the time sheet.

Enter Time													Override/Comments	Delete 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	Monday	01/28/2013 [B]	ADMLV	Administrative Leave	8.00										

Enter Time													Override/Comments	Delete Entry	[...]
	Weekday	*Date	*TRC	TRC Description	Comment										
1	Monday	01/28/2013 [B]	ADMLV	Administrative Leave	Univ closed										

2. Non-essential Exempt employees will enter their hours using the Time Reporting Code of ADMLV. No Duty Day is to be reported. Enter the comment “Univ closed” in the comment section of the time sheet. ***This applies to 10 & 12 Month Faculty and Full Time Non-Tenure Track Faculty.***

Time Entry													Personalize		
Enter Time													Override/Comments	Delete Entry	[...]
	Weekday	*Date	D-Day	*TRC	TRC Description	Comment									
1	Monday	01/28/2013 [B]	<input type="checkbox"/>	ADMLV	Administrative Leave	Univ closed									

3. Non-Essential Contingent 2 exempt and non-exempt employees will enter their hours using the Time Reporting Code of ADMLV. No clock times are reported, only total hours. Enter the comment “Univ closed” in the comment section of the time sheet.
4. Non-essential Contingent 1 exempt and non-exempt employees will not be paid for scheduled hours. Therefore, do not enter any hours for the date when the University is closed.

There are times when the University opens late or closes after the work day has begun. 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. Non-essential Non-exempt employees will enter their hours using the Time Reporting Code of REG for clock time hours worked. Add an additional line for the same date using the Time Reporting Code of ADMLV for the hours the University is declared closed. Enter the comment "Univ closed at XX:XX(am/pm)" or "Univ open late at XX:XX(am/pm)."

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	Comment
1 Monday	01/28/2013 <input type="text" value="31"/>	REG	Reg Hours	6.00	8:30AM	12:00PM	12:30PM					3:00PM	Univ closed at 3:00pm
2 Monday	01/28/2013 <input type="text" value="31"/>	ADMLV	Administrative Leave	2.00									Univ closed at 3:00pm

2. Non-essential Exempt employees will enter their hours using Duty Day, REG hours. Enter the comment "Univ closed at XX:XX(am/pm)" or "Univ open late at XX:XX(am/pm)."
This applies to 10 & 12 Month Faculty and Full Time Non-Tenure Track Faculty.

Weekday	*Date	D-Day	*TRC	TRC Description	Hours	Comment
1 Monday	01/28/2013 <input type="text" value="31"/>	<input checked="" type="checkbox"/>	REG	Reg Hours	8.00	Univ open at 10:00am

3. Non-Essential Contingent 2 exempt and non-exempt employees will enter their hours using the Time Reporting Code of REG for clock time hours worked. Add an additional line for the same date using the Time Reporting Code of ADMLV for the hours the University is declared closed. Enter the comment "Univ closed at XX:XX(am/pm)" or "Univ open late at XX:XX(am/pm)."

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	Comment
1 Monday	01/28/2013 <input type="text" value="31"/>	REG	Reg Hours	6.00	8:30AM	12:00PM	12:30PM					3:00PM	Univ closed at 3:00pm
2 Monday	01/28/2013 <input type="text" value="31"/>	ADMLV	Administrative Leave	2.00									Univ closed at 3:00pm

4. Non-essential Contingent 1 exempt and non-exempt employees will not be paid for scheduled hours. Therefore, enter only hours for the time worked prior to a closing or after a late opening.