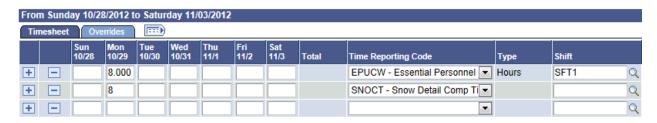


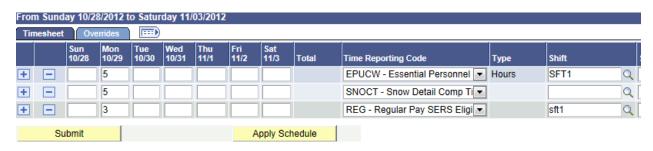
HR Direct

TIME REPORTING FOR UNIVERSITY CLOSURE FOR ESSENTIAL PERSONNEL

1. If the University is Closed for the entire day, enter your worked hours for the day using **EPUCW** Essential Personnel University Closed Worked for the Time and a Half rate and **SNOCT** for the Comp Time Earned.



- 2. If you have no further entries, click Submit
- 3. If the University has a *delayed start or early closure* you will need to enter multiple rows 1 row for each Time Reporting Code such that the total is equal to your scheduled hours for that day. You will need to enter the Essential Personnel Worked and Snow Detail Comp for hours worked and the remainder will be Regular for the hours worked not during closure.



- 4. If you have no further entries, click Submit
- 5. Click OK.

Updated: October 31, 2012