HR Direct - TIME REPORTING FOR UNIVERSITY CLOSURE

1. If the University is Closed for the entire day, enter your scheduled hours for the day. Click the Time Reporting Code list and choose UCLSD – University Closed.

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 REGULAR hours for hours worked and the remainder will be UCLSD for the hours of campus closure.

4. If you have no further entries, click Submit.

5. Click OK.