

## HR Direct - TIME REPORTING FOR UNIVERSITY CLOSURE

- 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**.

UCLSD - University Closed

Job Title: Staff Assistant II (37-101)      Employee Record Number: 0      Department: L220101 Admin Systems Integration

[Click for Instructions](#)

View By:       Date: 11/08/2009       << Previous Week      Next Week >>

Reported Hours: 0.000 Hours      Scheduled Hours: 30.000 Hours

From Sunday 11/08/2009 to Saturday 11/14/2009

		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Type	Shift	Shift Combo Code
		11/8	11/9	11/10	11/11	11/12	11/13	11/14					
+	-	7.5								UCLSD - University Closed			

- If you have no further entries, click
- 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.

[Click for Instructions](#)

View By:       Date: 11/08/2009       << Previous Week

Reported Hours: 0.000 Hours      Scheduled Hours: 30.000 Hours

From Sunday 11/08/2009 to Saturday 11/14/2009

		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
		11/8	11/9	11/10	11/11	11/12	11/13	11/14		
+	-				5.00					REG - Regular Pay SERS Elig
+	-				2.5					UCLSD - University Closed

- If you have no further entries, click
- Click .