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**.