

Instructions for Recording Time in myTime During Emergency Closing

If employee has **scheduled** sick and/or vacation hours during the Emergency Closing time period, those hours should be reported as regular hours.

Semi-Monthly

No action is necessary unless employee worked during closed hours and is eligible for comp time (i.e. SEIU). If comp time was earned, insert a row and enter the appropriate number of hours as Comp Earned. Add comment 'Emergency Closing'.

Bi-Weekly Classified (CWA, FOP, non-bargaining classified)

Enter or correct punches to reflect employees' normal work schedules. Add comment 'Emergency Closing'.

For employees who worked during closed hours, insert a row and enter the number of hours worked as either Overtime or Comp Earned. Add comment 'Emergency Closing'.

Bi-Weekly Professional

Enter or verify hours based on employees' regular work schedule.

If an employee worked during closed hours and is FLSA non-exempt, enter the appropriate number of hours as Overtime or Comp Earned. Add comment 'Emergency Closing'.

Bi-Weekly Student Employees

Enter hours actually worked.