



Entering Additional Hours for Time Worked During an Unplanned University Closure

As an essential employee, if the University is closed due to an emergency condition, you will enter worked hours as per below:

- Complete your timecard in StarGarden as usual.
- To receive the additional hourly pay for working on campus during the closure, please follow the instructions below:
 - Click the box under the “New” column next to the day of the closure.

New	Original Shift Date	Notes	Shift Ref	Unit	Start	Lunch Start	Lunch End	End	Hours	Position	Unit ID	Status	Delete
	11/29/2020		New										
	11/30/2020		1	Regular (REG)	06:15	12:00	12:30	14:51	8.00	EVS Technician (7105)	7105	Clock Out	<input type="checkbox"/>
	12/01/2020		1	Regular (REG)	06:13	12:00	12:30			EVS Technician (7105)	7105	Clock In	<input type="checkbox"/>

- In the Unit dropdown, select “Unplanned Closure-Worked (UCW)”.

Search: <input type="text"/>													
New	Original Shift Date	Notes	Shift Ref	Unit	Start	Lunch Start	Lunch End	End	Hours	Position	Unit ID	Status	Delete
	<input type="text" value="11/29/2020"/>		<input type="text" value="New"/>	<input type="text"/>									
<input checked="" type="checkbox"/>	11/30/2020		1	Regular (REG)	06:15	12:00	12:30	14:51	8.00	EVS Technician (7105)	7105	Clock Out	<input type="checkbox"/>
	11/30/2020		New	Unplanned Closure-Worked					8.00	EVS Technician (7105)	7105	Pending	<input type="checkbox"/>
<input type="checkbox"/>	12/01/2020		1	Bereavement (BRVM) Call Ins (CALL) COVID (COVI) DO NOT USE (VACA) Emergency Paid Leave - 2/3 (EPL2) Emergency Paid Leave - Full (EPL1) Floating Holiday (FHOL) Holiday (HOLI) Inclement Weather (INCW) Jury Duty (JURY) On Call Pay (ONCP) Paid Time Off (PTO) Regular (REG) Sick Taken (SICK) Unpaid Leave (UNPL) Unplanned Closure-Worked (UCW)	06:13	12:00	12:30			EVS Technician (7105)	7105	Clock In	<input type="checkbox"/>
	<input type="text" value="12/02/2020"/>		<input type="text" value="New"/>										
	<input type="text" value="12/03/2020"/>		<input type="text" value="New"/>										
	<input type="text" value="12/04/2020"/>		<input type="text" value="New"/>										
	<input type="text" value="12/05/2020"/>		<input type="text" value="New"/>										
	<input type="text" value="12/06/2020"/>		<input type="text" value="New"/>										

- In the “Hours” column, enter in the **total hours worked** on campus while the University was closed. (Do not enter start and end times for this entry)
 - Examples:
 - If the University was closed for the entire day and you worked 8 hours on campus, you would enter an 8 in the hours column.
 - If the University was closed for the entire day and you worked only 4 hours on campus, you would enter a 4 in the hours column.
- Once all entries are made, be sure to save them by either clicking “Submit” at the bottom of the screen, or the checkmark at the top right of the screen. This will save your entries.