

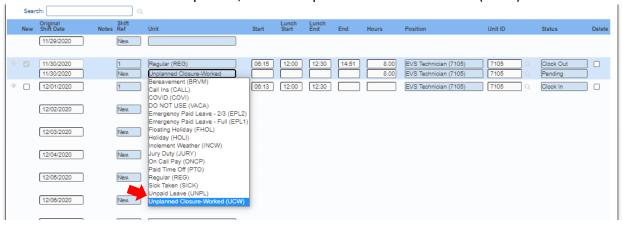
## **Entering Additional Hours for Time Worked During an Unplanned University Closure**

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:
  - o Click the box under the "New" column next to the day of the closure.



o In the Unit dropdown, select "Unplanned Closure-Worked (UCW)".



- o 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)
- o 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.