



Entering Additional Hours for Time Worked During an Unplanned University Closure

If the University is closed due to weather conditions or other emergencies you will enter worked hours as per below:

- Punch in and out as normal on the time clock.
- Log-in to StarGarden to enter your lunch break.
- To receive the additional hourly pay for working 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										
<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"/>
<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)”.

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

- In the “Hours” column, enter in the **total hours worked** 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, you would enter an 8 in the hours column.
 - If the University was closed for the entire day and you worked only 4 hours, you would enter a 4 in the hours column.
 - If the University has a delayed start or early release, you would enter the number of hours that you worked while the University was closed. (ie: Delayed opening at 12:00 pm, you began work at 6:00 am, you would enter 6 hours under UCW)
- 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.