Report Time for State Emergency Closings

Use this procedure to enter time on days when the State is closed for any length of time (e.g., hours or a full work day) on a regular business day. This procedure should be used to enter the length of time that the State was closed and any time worked during a State closing.

Basic Rules:

▪ One time entry code and one time off code is used to report time during State closings:

- **State Emergency Release (T.O.)**: *Time Off code* used to report the number of hours that the State or facility, building, etc. was closed.

- **State Emergency Release Worked:** *Time Entry code* used to report the time worked (if applicable) during the closure.

  ❖ Teleworking IS NOT considered State Emergency Release Worked - you do not use either State Emergency Release code. Teleworking should still be coded with Worktags:

2 items

	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Worktags
⊖	✕ Exempts: Regular ⋯ ☰		08:00 AM	12:00 PM	Meal	4	Hours	✕ Remote Work Location: Teleworking ⋯ ☰
⊖	✕ Exempts: Regular ⋯ ☰		01:00 PM	05:00 PM	Out ▾	4	Hours	✕ Remote Work Location: Teleworking ⋯ ☰

▪ These time types should **not** be used for Liberal Leave. Employees must use time off codes (e.g., Annual, Personal, etc.) for Liberal Leave, designated day or time frames.

▪ **Comp Time and Overtime:**

- **Exempt employees** receive compensatory time for hours worked during a State closure.

- **Non-Exempt employees** receive two hours of work time for each hour actually worked during a designated closure. Overtime pay is applied as appropriate.

Procedure:

1. From the **Home** page, click the **Time**   worklet.

← **Time**

Enter Time	View Time
This Week (0 Hours)	View My Calendar
Last Week (0 Hours)	Review My Time by Week
Select Week	
Request Time Off	
Correct My Time Off	

2. Choose whether to enter time for the current week or a prior week. Use one of the following options:

To…	Do This…
To enter time for the current week…	Click the **This Week** button.
To enter time for the previous week…	Click the **Last Week** button.
To select a specific week in a pay period…	Click the **Select Week** button.

3. On the **Enter Time** page, enter time for State closure using the procedures in the **Time Entry Procedures** table below. Then, continue to step 4. Time entry examples are provided on the next page.

Time Entry Procedures

Type of Time	Entry Procedure

To *enter time on a regular business day when the State, facility, building, etc. is closed for the whole or partial day…*	1. Click the **Add Row** ⊕ icon to enter time for a day in the week.
	
	2. Then, complete the fields in the row including:
	
	  • **Time Type:** Select the **Time Off Codes** category and then select 'State Emergency Release (TO)'.
	
	  • **Quantity:** Enter the number of hours the State was closed during the workday (e.g., 2, 4, 8) in the **Quantity** field.
	
	3. If the State is delayed in opening or closes early (i.e., closed for a partial day) enter the number of hours that the State, facility, building, etc. was closed on one row and then enter regular work hours on a separate row for that day.
	
	4. Repeat for all days where there was a closure.

To *enter time worked on a regular business day when the State, a facility, building, etc. is closed …*	1. Click the **Add Row** ⊕ icon to enter time for a day in the week.
	
	2. Then, complete the fields in the row including:
	
	3. Enter/select the following information in the fields listed:
	
	  • **Time Type**: Select the **Time Entry Codes** category and then select 'State Emergency Release Worked'.
	
	  • **In**: Enter the start time you reported to work.
	
	  • **Out**: Enter the time you checked out of work.
	
	  • **Out Reason**: Select the reason you check out of work.
	
	  • **Position**: If you have another State position for which you are reporting time, enter or select the position.
	
	  • **Worktag:** Select a worktag, if applicable. **Note**: Only some agencies use worktags.

State Closing Time Entry Examples

Enter Time Page – Time Reported for a Full Day Closing and No Time Worked During Closing

Enter Time Page –Time Reported for a Partial Day Closing and No Time Worked During Closing

Enter Time Page –Time Reported for a Full Day Closing and Time Worked During Closing

4. Enter any other time or leave on the timesheet for the week, if needed.

5. When you are done entering time, click the **Next** [Next] button.

   Enter Time – Confirmation Page

   Enter Time - Confirmation ASHLEY LOVETT (W2015504)

   Feb 9 – 15, 2022

   IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

Daily Totals			Week Totals	
Wednesday	8		Regular Hours	0
Thursday	0		Comp Earned	0
Friday	0		Overtime	0
Saturday	0		Holiday/Emergency	8
Sunday	0		Time Off Taken	0
Monday	0		Shift Differential	0
Tuesday	0		Total Paid Hours	8
Total Hours	8			

   [Save] [Back] [Cancel]

6. Review the Daily and Week totals.
   - The **Daily Totals** column displays the respective hours for each day.
   - The total hours reported for a State closing or time worked during a closing display in the **Week Totals** section in the following categories:
     - **Holiday/Emergency:** Number of hours that the State was closed (as reported on the timesheet).
     - **Comp Earned** (Exempt Employees ONLY): Comp time earned for hours worked during State closure.
     - **Overtime** (Non-Exempt Employees ONLY): Overtime earned for hours worked for the week.
   - If you need to make changes to the timesheet, click the **Back** button.

7. Click the **Save** [Save] button.

   IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

8. The System Task is complete.