

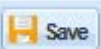
EMERGENCY CLOSING - PAGE 1

Notes:

The **“Emergency University Closure”** pay code should be used for those days the university is closed due to emergency situations – such as snow days. Any employees who are deemed emergency personnel and must report to work during a closing should use the pay code **“Emergency University Closure Worked”** to indicate they worked that day.

Add entry for Emergency Closure:

Only full-time and part-time non-exempt (hourly) employees need to add an entry with the **“Emergency University Closure”** pay code.

1. Log in to EmpCenter via the portal, My Akron.
2. Select **“Enter My Hours”** from the dashboard.
3. Add an entry for the day of the week in which the University was closed:
 - a. Select the pay code **“Emergency University Closure”**.
 - b. If the University is closed the entire day, enter the total number of hours you were scheduled to work that day. If the University closes for part of the day, enter the number of hours necessary to bring your total hours for the day (worked +closed) to equal the number of hours you were scheduled to work.
 - c. Press the  button.
4. The entry should look similar to the one below.

Emergency University Closure			8.00
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Worked during Emergency Closure:

Anyone working during a closure will get paid for the day at straight time, and will also get paid overtime for the hours they work. Therefore, two entries must be entered for the day: one to record the closure and a second entry to indicate the employee worked during the closure.

1. Log in to EmpCenter via the portal, My Akron.
2. Select **“Enter My Hours”** from the dashboard.
3. Add an entry for the day of the week in which the University was closed:
 - a. Select the pay code **“Emergency University Closure”**.
 - b. Enter the **total** number of hours you were scheduled to work that day and which the university was closed.
4. Add an entry for the same day of the week to indicate you worked during the closure :
 - a. Select the pay code **“Emergency University Closure Worked”**.
 - b. Enter the **total** number of hours you worked while the University was closed.
 - c. Press the **Save** button.
5. The two entries for the day should look similar to this:

Emergency University Closure			8.00
Emergency University Closure Worked			8.00

NOTE: If an employee has already scheduled/taken sick, vacation or compensatory hours, they are to still use sick, vacation or compensatory hours for the day since the employee was not available to work that day regardless of whether the University was open or not.