

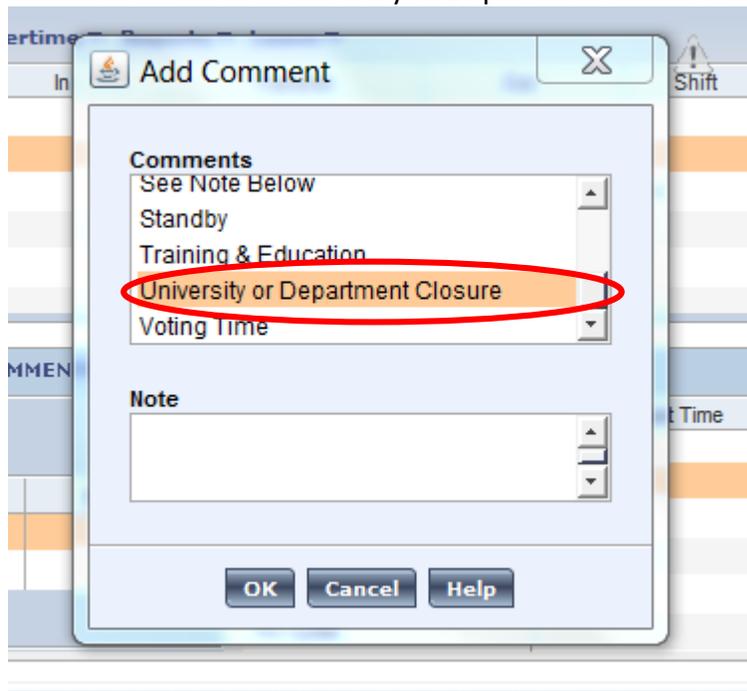


University/Department Closure

- Employee MUST clock in/out if required to work during closure. This will ensure their time is properly captured and calculated.
- Use "Other Paid Leave" which is Earn Code (300) in Banner for Non-Exempts for a UNM/Department Closure.
- Refer to <http://hr.unm.edu/articles.php?article=2015-university-closures> and <http://policy.unm.edu/university-policies/3000/3435.html>

Use "Other Paid Leave" which is Earn Code (300) in Banner for Non-Exempts for a UNM/Department Closure.

1. "Add a row" in the timecard on the day of the closure if other time is already recorded for that day.
2. Select "Other Paid Leave" from the drop down menu in the Pay Code column on the newly added row
3. Enter the number of hours in the "Amount" column. e.g. 2 hours for University announced two hour snow delay
4. While still in the amount column select "Comment" from the menu row in the timecard > select "Add Comment" > select "University or Department Closure" from the dropdown > click OK



5. Click "Save" in the timecard
6. The hours will populate for Other Paid Leave in the Totalizer

If an employee was required to work since they are in a critical area during department or UNM Closure:

1. Employee should record their time in LoboTime as they would on a normally scheduled day, this is accomplished when they timestamp in/out (clock in/out)
2. "Add a row" in the timecard on the same day as the closure
3. Select "**Comp Time @ 1.0**" from the drop down menu in the Pay Code column on the newly added row
4. Enter the applicable number of hours within the "Amount" column (the employee should be granted one comp hour @ 1.0 for every hour of the delay or closure which the employee actually worked)
5. While still in the amount column add a comment and select "University or Department Closure"
 - a. Optionally the manager can add a "note" > click OK e.g. "Employee required to work during the delay/closure"
6. Click "Save" in the timecard
7. The applicable number of hours will populate for Comp Time in the Totalizer

Last Calculated: 10:56AM

Time Period Current Pay Period

The screenshot displays the LoboTime interface. At the top, it shows 'Last Calculated: 10:56AM' and 'Time Period Current Pay Period'. Below this is a table with columns: Date, Pay Code, Amount, In, Transfer, Out, and In. The table contains entries for Sun 12/01, Mon 12/02, Tue 12/03, Wed 12/04, and Thu 12/05. The row for Mon 12/02 is highlighted in orange and circled in red. It shows a Pay Code of 'Comp Time Earn @ 1.0' and an Amount of '3.0'. Below the table is a 'TOTALS & SCHEDULE' section with tabs for 'ACCRUALS REPORTING PERIOD', 'ACCRUALS', 'AUDITS', and 'COMMENT'. The 'ACCRUALS' tab is selected, showing a table with columns: Account, Pay Code, and Amount. It lists two rows: one for 'Comp Time Earn @ 1.0' with an amount of 3.0, and another for 'Regular Base Pay Shift 1' with an amount of 9.0. An 'Add Comment' dialog box is open over the table. It has a title bar with a close button. Inside, there is a 'Comments' section with a list box containing 'See Note Below', 'Standby', 'Training & Education', 'University or Department Closure', and 'Voting Time'. The 'University or Department Closure' option is selected and circled in red. Below the list is a 'Note' section with a text area containing the text: 'Employee worked in critical area during closure and is awarded Comp Time.' At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons.

Date	Pay Code	Amount	In	Transfer	Out	In
Sun 12/01						
Mon 12/02	Comp Time Earn @ 1.0	3.0				
Tue 12/03			8:00AM		5:00PM	
Wed 12/04						
Thu 12/05						

Account	Pay Code	Amount
(x)821D5/821038/-/100014259/S05272-00/-/1	Comp Time Earn @ 1.0	3.0
(x)821D5/821038/-/100014259/S05272-00/-/1	Regular Base Pay Shift 1	9.0