# Time and Leave: Hours Worked on a Campus Closure (Exempt and Non Exempt)

## Purpose of Reporting Hours Worked on a Campus Closure

When deemed an essential employee and working on a Campus Closure, it is important to correctly report the hours worked to receive **Campus Closure Compensatory** time earned.

## Entering Time (Non Exempt Employee)

1. Log into Workday using your credentials. Once logged in, you will land on your Homepage.
2. From your Homepage, click on the **Time** Worklet.
3. Under Enter Time, click on the **This Week** button.
4. Choose the appropriate date and click the + Icon to add time and enter the required details.
5. Time Type – Select **Hours Worked.**
6. Click the + Icon to add another line.
7. Time Type – Select **Campus Closure Compensatory Hours Earned** and enter the number of hours worked during the official closure. This is the number of hours you are to receive Campus Closure Compensatory time.
8. Click the **Next** button. Enter Time – Confirmation page will show the Daily Totals and the Week Totals.
9. Click the **Save** button to finish the request. A confirmation message will show that your changes has been saved

## Entering Time (Exempt Employee)

1. Log into Workday using your credentials. Once logged in, you will land on your Homepage.
2. From your Homepage, click on the **Time** Worklet.
3. Under Enter Time, click on the **This Week** button.
4. Choose the appropriate date and click the + Icon to add time and enter the required details.
5. Time Type – Select **Campus Closure Compensatory Hours Earned** and enter the number of hours worked during the official closure. This is the number of hours you are to receive Campus Closure Compensatory time.
6. Click the **Next** button. Enter Time – Confirmation page will show the Daily Totals and the Week Totals.
7. Click the **Save** button to finish the request. A confirmation message will show that your changes has been saved

## Time Types

**Campus Closure Compensatory Hours Earned:** Use to report hours worked during a Campus Closure if you are deemed essential and required to work. Hours entered using this Time Type code will add to your Campus Closure Compensatory Time Absence balance.

You have now entered and saved time in Workday. Clicking the Save button does not mean that time has been submitted. Additional steps are necessary for time submission and approval.