How to Enter Daily Hours During and Emergency Closing Day

Scenario #1:

• An emergency closing is declared for the entire day.

• **Note:** Employees not scheduled to work, on paid time off (sick, vacation, etc.) or on unpaid leave are not entitled to Emergency Closing Pay.

Process:

- Enter the **Emergency Closing (2009)** code and only your total scheduled hours for the day (no “start” and “end” times).

Result:

• Employee is paid for the emergency closing hours entered.
Scenario #2:

- An emergency closing occurs at noon on an employee’s regularly scheduled day and the employee does not work any hours beyond the closing time.

Process:

- Enter **Hours Worked (1000)** for all time worked before the emergency closing.

- Insert a row and choose the **Emergency Closing (2009)** code and enter the remainder of the scheduled hours in the **Hours** field.

Result:

- Employee is paid for the regular working time and the emergency closing time.
Scenario #3:

- There is an emergency closing at noon on Thursday afternoon. The employee works three hours during the emergency closing.

Process:

- Enter **Hours Worked (1000)** for all time worked before the emergency closing.

- Insert a row and enter the **Emergency Closing (2009)** code and enter the remainder of the scheduled hours in the **Hours** field.

- Insert a row and enter the **Hours Worked Emergency Closing (1015)** code and enter the **Start time** and **End time** of the hours worked during the emergency closing.

- On the same line as **Hours Worked Emergency Closing (1015)** enter the **OT comp. type (01)** highlighted off to the right of that line.

Result:

- Employee is paid for the regular working time and the emergency closing time. Also, the employee will be awarded comp time for the amount of hours worked during the emergency closing time at the appropriate rate.