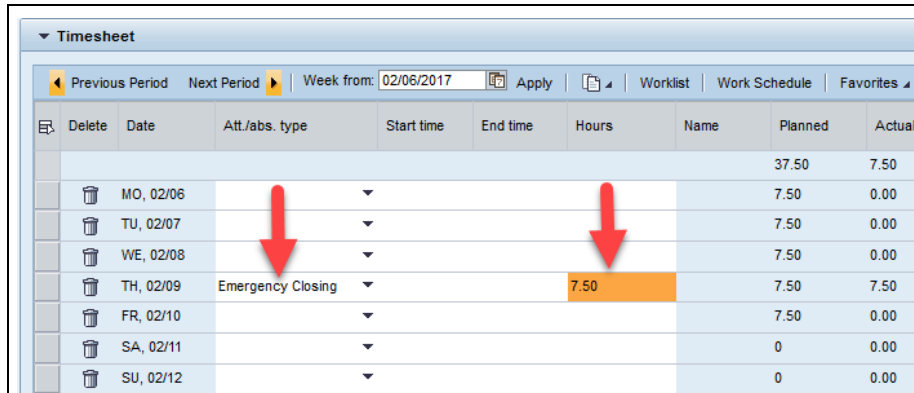


# Entering Daily Hours During Emergency Closing–Quick Reference Guide

This guide explains how to enter hours if the department declares an emergency closing. Employees not scheduled to work, on paid time off (sick, vacation, etc.) or on unpaid leave are not entitled to Emergency Closing Pay in the event an emergency is declared during their absence.

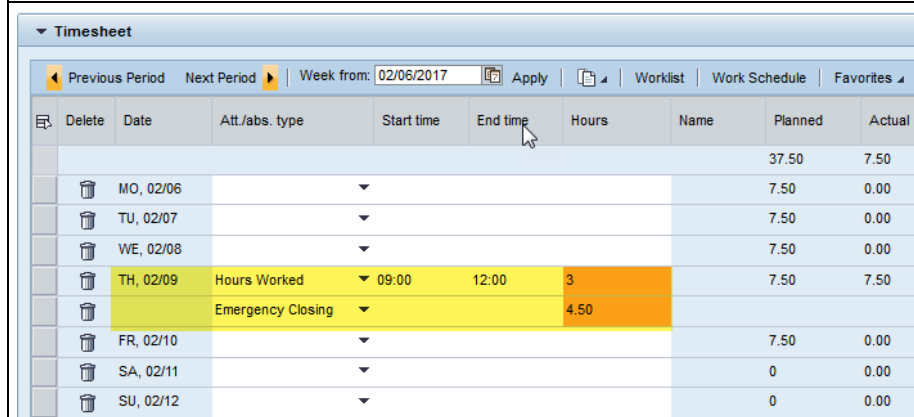


Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual
							37.50	7.50
	MO, 02/06						7.50	0.00
	TU, 02/07						7.50	0.00
	WE, 02/08						7.50	0.00
	TH, 02/09	Emergency Closing			7.50		7.50	7.50
	FR, 02/10						7.50	0.00
	SA, 02/11						0	0.00
	SU, 02/12						0	0.00

1. Log on to **BUworks Central** <https://ppo.buw.bu.edu>
2. Click on Employee Self Service. Under Time Services, click on **Record Working Time**

**Scenario 1: An Emergency Closing is declared for the entire day**

3. Select **Emergency Closing (2009)** from the Att./Abs Type dropdown
4. Enter **hours that you normally work** during the day if the emergency closing is for the entire day



Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual
							37.50	7.50
	MO, 02/06						7.50	0.00
	TU, 02/07						7.50	0.00
	WE, 02/08						7.50	0.00
	TH, 02/09	Hours Worked	09:00	12:00	3		7.50	7.50
		Emergency Closing			4.50			
	FR, 02/10						7.50	0.00
	SA, 02/11						0	0.00
	SU, 02/12						0	0.00

**Scenario 2: If the emergency closing occurs at noon on an employee’s regularly scheduled day and the employee does not work any hours beyond the closing time**

5. Enter **Hours Worked (1000)** for all time worked before the emergency closing
6. Insert a row and select the **Emergency Closing (2009)** code and enter the remainder of the scheduled hours in the Hours field

# Entering Daily Hours During Emergency Closing–Quick Reference Guide

Timesheet											
Previous Period		Next Period		Week from: 02/06/2017		Apply	Worklist	Work Schedule	Favorites	Check	Insert Row
Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	Det.	Shift Prem	OT comp. type
							37.50	12.00			
	MO, 02/06						7.50	0.00			
	TU, 02/07						7.50	0.00			
	WE, 02/08						7.50	0.00			
	TH, 02/09	Hours Worked	09:00	12:00	3		7.50	12.00			
		Emergency Closing			4.50						
		Hours Worked - Emer Close	12:30	17:00	4.50						01
	FR, 02/10						7.50	0.00			
	SA, 02/11						0	0.00			
	SU, 02/12						0	0.00			

- Scenario 3: There is an emergency closing at noon on Thursday afternoon. The employee works three hours during the emergency closing**
7. Enter **Hours Worked (1000)** for all time worked before the emergency closing
  8. Insert a row. Select the **Emergency Closing (2009)** code for Att/Abs code and enter the remainder of the scheduled hours in the Hours field
  9. Insert a row and enter the **Hours Worked Emergency Closing (1015)** code. Enter the Start time and End time of the hours worked during the emergency closing
  10. On the same line as Hours Worked Emergency Closing (1015) enter the **OT comp. type (01)** highlighted off to the right of that line. This ensures that the employee gets compensated at the appropriate overtime rate.