BOSTON UNIVERSITY

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.

										1 Log on to RUworks Central https://ppo.huw.hu.odu
• 1	Timesh	eet								
Previous Period Next Period Veek from: 02/06/2017 Apply Apply Worklist Work Schedule Favorites 2. (2. Click on Employee Self Service. Under Time Services.
	Dalata	Data		Olard Kara	Fred King	Harris	Name	Discond	Antoni	alick on Decord Working Time
₽	Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	chek on Kecora working rime
								37.50	7.50	Scenario1: An Emergency Closing is declared for the
	Ũ	MO, 02/06		•		_		7.50	0.00	antino dan
	Ũ	TU, 02/07		•		-		7.50	0.00	entire day
		WE, 02/08		-				7.50	0.00	3 Select Emergency Closing (2009) from the Att /Abs
		TH, 02/09	Emergency Closing	-		7.50		7.50	7.50	
		SA 02/10		-				0	0.00	1 ype aropaown
	UU 1911	SIL 02/12		•				0	0.00	4 Enter hours that you normally work during the day if
	U	30,02/12						0	0.00	4. Enter nours that you normany work during the day if
										the emergency closing is for the entire day
_ 7										Scenario 2: If the emergency closing occurs at noon on
▼ T	ïmeshe	eet								Scenario 2: If the emergency closing occurs at noon on an employee's regularly scheduled day and the employee
• T	r imeshe Previou	eet us Period No	ext Period 🕨 Week from	: 02/06/2017	P Apply	📑 🖌 Wor	klist Work S	chedule Fa	avorites 🔺	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
▼ T 【 民	Fimeshe Previou Delete	eet us Period Nr Date	ext Period 🄌 Week from Att./abs. type	: 02/06/2017 Start time	End time	□ ∡ Wor Hours	klist Work S Name	chedule Fa	avorites ∡	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
 ▼ 1 ▲ ▲ ■ 	Firmeshe Previou Delete	eet us Period Ni Date	ext Period 🅨 Week from Att./abs. type	: 02/06/2017 Start time	End time	💽 🔺 Wor Hours	klist Work S Name	chedule Fa Planned 37.50	Actual 7.50	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
 ▼ 1 ▲ ▲ ■ ■<td>Firmeshe Previou Delete</td><td>eet us Period N Date MO, 02/06</td><td>ext Period 🎽 Week from Att./abs. type</td><td>c 02/06/2017 Start time</td><td>End time</td><td>Hours</td><td>klist Work S Name</td><td>chedule Fa Planned 37.50 7.50</td><td>Actual 7.50 0.00</td><td>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</td>	Firmeshe Previou Delete	eet us Period N Date MO, 02/06	ext Period 🎽 Week from Att./abs. type	c 02/06/2017 Start time	End time	Hours	klist Work S Name	chedule Fa Planned 37.50 7.50	Actual 7.50 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
 ▼ 1 4 6 6 6 7 7 8 8 9 10 10	Previou Delete	MO, 02/06 TU, 02/07	ext Period I Week from Att./abs. type	c 02/06/2017 Start time	C Apply End time	Hours	klist Work S Name	chedule Fa Planned 37.50 7.50 7.50	Actual 7.50 0.00 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
	Previou Delete	MO, 02/06 TU, 02/07 WE, 02/08	ext Period Week from Att./abs. type	: 02/06/2017 Start time	End time	[⊡ ⊿ Wor Hours	klist Work S Name	chedule Fa Planned 37.50 7.50 7.50 7.50	Actual 7.50 0.00 0.00 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
▼T	Previou Delete	eet Js Period Nr Date MO, 02/06 TU, 02/07 WE, 02/08 TH, 02/09	Att./abs. type	: 02/06/2017 Start time	End time	🕒 🖌 Wor Hours	klist Work S Name	chedule Fa Planned 37.50 7.50 7.50 7.50 7.50 7.50 7.50	Actual 7.50 0.00 0.00 0.00 7.50	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)
• T	Previou Delete	eet Jis Period N- Date MO, 02/06 TU, 02/07 WE, 02/08 TH, 02/09	ext Period Week from Att./abs. type Hours Worked Emergency Closing	: 02/06/2017 Start time	End time	Hours	klist Work S Name	chedule Fa Planned 37.50 7.50 7.50 7.50 7.50	Actual 7.50 0.00 0.00 0.00 7.50	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
	Previou Delete	eet Jas Period N- Date MO, 02/06 TU, 02/07 WE, 02/08 TH, 02/09 FR, 02/10	Att./abs. type	c 02/06/2017 Start time , , , , , ,	End time	Hours 3 4.50	klist Work S Name	chedule Fa Planned 37.50 7.50 7.50 7.50 7.50 7.50	Actual 7.50 0.00 0.00 7.50 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
	Previou Delete	eet as Period N Date MO, 02/06 TU, 02/07 WE, 02/08 TH, 02/09 FR, 02/10 SA, 02/11	ext Period Week from Att./abs. type Hours Worked Emergency Closing	c 02/06/2017 Start time	End time	4.50	klist Work S Name	chedule Fa Planned 37.50 7.50 7.50 7.50 7.50 7.50 7.50 0	Actual 7.50 0.00 0.00 7.50 0.00 0.00 0.00 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
	Previou Delete	eet IIS Period N Date MO, 02/06 TU, 02/07 WE, 02/08 TH, 02/09 FR, 02/10 SA, 02/11 SU, 02/12	ext Period Week from Att./abs. type Hours Worked Emergency Closing	c 02/06/2017 Start time	End time	4.50	klist Work S	chedule Fa Planned 37.50 7.50 7.50 7.50 7.50 7.50 7.50 7.50	Actual 7.50 0.00 0.00 0.00 7.50 0.00 0.00 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

•	limest	neet											Scenario 3: There is an emergency closing at noon on
	≰ Previous Period Next Period ≽ Week from: 02/06/2017 📴 Apply 📴 / Worklist Work Schedule Favorites 🖌 Check Insert Row										Thursday afternoon. The employee works three hours		
₽	Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	Det.	Shift Prem	OT comp. type	during the emergency closing
								37.50	12.00				
	Û	MO, 02/06		•				7.50	0.00				
	Î	TU, 02/07		•				7.50	0.00				7. Enter Hours Worked (1000) for all time worked before
	Û	WE, 02/08		•				7.50	0.00				the emergency closing
	Û	TH, 02/09	Hours Worked	• 09:00	12:00	3		7.50	12.00	2			the energency closing
	Û		Emergency Closing	•		4.50				ß			
	Û		Hours Worked - Emer Close	e 🔻 12:30	17:00	4.50				Ľ		01	9 Incent a new Calent the Emergency Classing (2000) and
	Ű	FR, 02/10		•				7.50	0.00				8. Insert a row. Select the Emergency Closing (2009) code
		SA, 02/11		-				0	0.00				for Att/Abs code and enter the remainder of the scheduled
		50, 02/12		•				0	0.00				
													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
													Closing (1013) 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
													10.01 the state inclusion worked Entry closing
													(1015) enter the OT comp. type (01) highlighted off to the
													right of that line. This ansures that the ampleuse gets
													fight of that fine. This ensures that the employee gets
													compensated at the appropriate overtime rate.
													r r r r r r