Job Aid for 2022 Academic Winter Recess

This job aid is intended for use by exempt and non-exempt employees who are eligible for the academic winter recess scheduled for December 27-30, 2022. **Short-Term Closure time off will be automatically entered in Workday Absence for all eligible employees prior to December 3, 2022.**

IMPORTANT: Employees NOT scheduled to work who have previously submitted or approved time off hours during the recess (i.e., vacation), should go to the Workday Absence Calendar and remove those hours. See the [Time Off Processes job aid](#) for assistance. Managers should utilize the My Team’s Upcoming Time Off report on the Time and Absence dashboard to review Short-Term Closure time off for their staff and make any necessary adjustments. See the [Managing Employee Absences](#) job aid for assistance.

For Non-exempt Employees

Non-exempt students, intermittent employees and temporary employees will record any time worked during the recess as normal and will not record time not worked.

**Time Not Worked During Winter Recess**

Short-Term Closure time off will be automatically entered in Workday Absence for all eligible employees prior to December 3, 2022. Follow these steps to verify or correct time not worked during the recess:

1. Navigate to your Workday Absence Calendar
   a. Click the Global Navigation Panel menu icon at the top left of the Workday homepage.
   b. Click on the Absence application.
   c. Click on Request Absence to access your absence calendar.
2. Verify you have Short-Term Closure time off hours for 12/27 – 12/30 based on your schedule and FTE.
   a. If you have other time off hours entered on those days, click on the time off request to cancel or correct the entry.
b. If you do not have Short-Term Closure time off hours (after December 3) and you’re eligible, you should request the hours in Workday Absence.

**Reporting Shifts Worked During Winter Recess**

**Workday Timekeeping Users**

1. Click on the **Time** application.
2. Click on **Select Week** then select “12/26/22” to view the week of the closure.
3. Record any shift(s) worked December 27-30, 2022, as **Short-Term Closure Worked** and not Regular.
   a. Workday Timeclock (web clock) users can select **Short-Term Closure Worked** upon check in.
4. To correct a shift reflecting Regular as a time type, click into the shift and click the X next to Regular in Time Type. Search for Short-Term Closure Worked in the Time Type box and select it. Click **OK** to save with the corrected time type.
5. Ensure that any time not worked December 27-30, 2022, is reflected as Short-Term Closure time off in Workday Absence.
   a. Note: You can see time off entries at the top of each day on your time calendar.
6. Verify the Summary hours and click Review and then Submit to submit your time for approval.
   a. You will see that for however many hours you worked, you will also receive hour-for-hour Compensatory Time for every hour worked during the recess.

**dormakaba Users**

1. **Check in and out at the dormakaba timeclocks for any shift(s) worked.**
   a. Short-term Closure Worked is not available as an option at the clock. After the closure, Payroll will switch time recorded by eligible employees at the dormakaba timeclocks to short-term closure worked prior to the following Monday submission deadline.
2. **On Tuesday, January 3, 2023, please verify that your shifts worked were successfully re-coded to the Short-Term Closure Worked in Workday and correct any shifts worked that were not.**
   a. Click on the **Time** application.
   b. Click on **Last Week** then select “12/26/22” to view the week of the closure.
   c. Ensure that any shift(s) worked December 27-30, 2022, are coded as Short-Term Closure Worked and not Regular.
   d. To correct a shift still reflecting Regular as a time type, click into the shift and click the X next to Regular in Time Type. Search for Short-Term Closure Worked in the Time Type box and select it. Click **OK** to save with new coding.
   i. You will see that for however many hours you worked, you will also receive hour for hour Compensatory Time in addition.
3. **Add or correct any time not worked December 27-30, 2022, as Short-Term Closure time off.**
   a. To add, or correct the Short-Term Closure time off, see the Time Not Worked During Winter Recess section of this job aid, or use the **Time Off Processes** job aid to ensure all shifts not worked December 27-30 are accurately reflected as Short-Term Closure time off.
4. Verify the Summary hours, then click Review and Submit to submit the time for approval.
   a. Please note that holiday benefit hours for December 26, 2022, may not be loaded until December 17, 2022, so the hours summary may not yet reflect the holiday benefit hours.

For Exempt Employees

**Time Not Worked During Winter Recess**

Short-Term Closure time off will be automatically entered in Workday Absence for all eligible employees prior to December 3, 2022. Follow these steps verify, or correct time not worked during the recess.

**IMPORTANT:** If you entered other time off hours during the closure (i.e., vacation) and were NOT scheduled to work, you should cancel or correct those hours to remove them. See the [Time Off Processes](#) job aid for assistance.

1. Navigate to your Workday Absence Calendar
   a. Click the Global Navigation Panel menu icon at the top left of the Workday homepage.
   b. Click on the Absence application.
   c. Click on Request Absence.
2. Verify you have Short-Term Closure time off hours for 12/27 – 12/30 based on your schedule and FTE.

   ![Calendar](calendar.png)
   a. If you have other time off hours entered on those days, click on the time off request to cancel or correct the entry.
   b. If you do not have Short-Term Closure time off hours (after December 3) and you're eligible, you should request the Short-Term Closure hours in Workday Absence, and it will route to your manager for approval.

**Time Worked During Winter Recess**

Short-Term Closure time off will be automatically entered in Workday Absence for all eligible employees prior to December 3, 2022. **Exempt employees who are required to work during the Winter Recess should correct or remove Short-Term Closure time off hours on days worked.**
Remove Closure Time Off via Correct Time Off

Note: You may only correct approved time offs. Corrections will route to the manager for approval. See the Time Off Processes job aid for assistance.

1. Click the Absence application from the home screen
2. Click Correct My Absence
3. On the absence calendar, locate the Short-Term Closure time off request you would like to correct
   a. Note: If Short-Term Closure does not appear on your calendar for days you worked during the recess, then you do not need to take any further action.
   b. Note: Approved Time off requests have a green check mark on the left-hand side
4. Correct your time off request
5. To update multiple days (if applicable, click the Select All checkbox. You may change the quantity per day or time off type for all days)
6. To delete one or more days, click the Remove sign for the day(s) you want to remove
7. Once your corrections are complete, enter a comment (required)
8. Click Submit
9. Observe the corrected day(s) of the time off request no longer display as approved on the Absence Calendar
10. Corrections made will route to your manager for approval