

Timekeeping Job Aid for 2021 Short-Term Closure

For Non-exempt Employees

This job aid is intended for use by non-exempt employees who are eligible for the short-term closure scheduled for December 27-29, 2021. Non-exempt students, intermittent employees and temporary employees will record any time worked during the closure as normal and will not record time not worked.

Eligible exempt employees do not need to take action within Workday to be paid during closure. If you are required to work and are not able, please follow your unit call-in procedures and record sick time off.

Reporting Closure (Time Not Worked During Closure)

1. Click on the **Time** application.
2. Click on **Select Week** then select "12/27/21" to view the week of the closure.
3. To add the short-term closure, perform the following steps for each shift not worked December 27-29:
 - a. Click on the day to bring up the **Enter Time** box.
 - b. Click the **X** next to Regular in Time Type.
 - c. Search for **Short-Term Closure Benefit** in the Time Type box and select it.
 - d. Click **Next**.
 - e. Enter the times that you were scheduled to work, including scheduled meal breaks if applicable.
 - f. Click OK.
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 31, 2021, will not be loaded until December 18, 2021. If the closure benefit is added well in advance, the hours summary may not yet reflect the holiday benefit hours.

*Note: For employees who use the "quick add" feature, the Time Type can be changed to Short-Term Closure Benefit within that function. Be sure to only use "quick add" for Short-Term Closure Benefit for the three days (Monday – Wednesday) the university will be closed.

Reporting Shifts Worked During Closure

Workday Timekeeping Users

1. Click on the **Time** application.
2. Click on **Select Week** then select "12/27/21" to view the week of the closure.
3. Record any shift(s) worked December 27-29, 2021, as **Short-Term Closure Worked** and not Regular.
 - a. Workday Timeclock (web clock) users can select **Short-Term Closure Worked** upon check in.



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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 new coding.
 - a. You will see that for however many hours you worked, you will also receive hour-for-hour Compensatory Time in addition.
5. Ensure that any time not worked December 27-29, 2021, is coded as Short-Term Closure Benefit.
6. Verify the Summary hours and click Review and then Submit to submit your time for approval.

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 Monday, January 3, 2022, 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 "12/27/21" to view the week of the closure.
 - c. Ensure that any shift(s) worked December 27-29, 2021, 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 any time not worked December 27-29, 2021, as Short-Term Closure Benefit.**
 - a. To add the Short-Term Closure Benefit, perform the following steps for each shift not worked December 27-29:
 - i. Click on the day to bring up the **Enter Time** box.
 - ii. Click the **X** next to Regular in Time Type.
 - iii. Search for **Short-Term Closure Benefit** in the Time Type box and select it.
 - iv. Click **Next**.
 - v. Enter the times that you were scheduled to work, including scheduled meal breaks if applicable.
 - vi. Click OK.
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 31, 2021, will not be loaded until December 18, 2021, so if the closure benefit is being added well in advance the hours summary may not yet reflect the holiday benefit hours.