

# myTime

## Recording Time during an Emergency Closing



If employee has **scheduled** sick and/or vacation hours during the Emergency Closing time period, those hours should be reported as regular hours.

### Semi-Monthly

No action is necessary unless the employee worked during closed hours and is eligible for comp time (i.e. **SEIU ONLY**).

For **SEIU employees** if comp time was earned, in the employee timesheet click the *Extra Pay & Counter Adjustment* tab then click + *Extra Pay & Counter Adjustment* to insert a row, record the date, and enter the appropriate number of bulk hours as Comp Earned, click *Save*.

Time Entry **Extra Pay & Counter Adjustment** Exceptions Calc Detail Calc Summary Counters Summary By Day

0.00 hrs Worked Hours 0.00 hrs Time Off Hours 0.00 hrs Overtime Hours

Day	Actions	Record Date	Counter	Cost Center	Time	Reset
▼ FRI Jan 19	🗑️ +	01/19/2024 📅	Comp Earned ▼	Choose... 🔍	9.43 ⌚	<input type="checkbox"/>
						9.43

+ Add Extra Pay & Counter Adjustment

### Bi-weekly classified (CWA, FOP, Non-Bargaining Classified)

Enter or correct punches to reflect employees' normal work schedules. Add note 'Emergency Closing'.

**For employees who worked during closed hours** in addition to the instructions above, in the employee timesheet click the *Extra Pay & Counter Adjustment* tab then click + *Extra Pay & Counter Adjustment* to insert a row, record the date, and enter the appropriate number of bulk hours as Comp Earned or Overtime, click *Save*.

Time Entry **Extra Pay & Counter Adjustment** Exceptions Calc Detail Calc Summary Counters Summary By Day

0.00 hrs Worked Hours 0.00 hrs Time Off Hours 0.00 hrs Overtime Hours

Day	Actions	Record Date	Counter	Cost Center	Time	Reset
▼ FRI Jan 19	🗑️ +	01/19/2024 📅	Overtime ▼	Choose... 🔍	9.43 ⌚	<input type="checkbox"/>
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