

# Time Entry Guidelines for Early Release

The UNT System will close on December 23, 2021. Salaried employees who are full-time benefits-eligible will receive eight hours of leave. The eight hours of leave is prorated based on FTE for salaried employees who are part-time benefits-eligible. Further details are below.

## Hourly employees:

- Hourly employees will only be paid for time physically worked.
- Regardless of how much time an hourly (student or non-student) employee is scheduled to work, they do not receive any compensation for time not actually worked. Only the hours the hourly employee physically worked should be entered.
- Employees who are not eligible to receive leave require no special data entry.

## Salaried employees:

- The amount of **Leave – Agency Holiday-EMG** each employee should receive during this university closure is eight hours for full-time benefits-eligible employees and is prorated based on FTE for those who are part-time benefits-eligible. For example, a part-time benefits-eligible employee who is 50 percent would receive four hours.

## Working during the closure:

- Employees who work during the closure must enter the time worked using code **University Closure Worked (UCWK)** in the EIS Time and Labor system. They also must enter the amount of **Leave – Agency Holiday-EMG** given in the eLeave system, to ensure correct comp time accruals for non-exempt employees.

## Exceptions:

- An employee does NOT receive University Closure leave when the employee is on Leave Without Pay Status during the closure.

## How to enter time in EIS Time and Labor System:

**Part 1:** Full-time benefits-eligible salaried employees will enter the hours on their timesheet for hours worked prior to the closure using the time reporting code **REG –**

**Regular Earnings.** The number of hours will be prorated based on FTE for part-time benefits-eligible salaried employees. See example 3 below.

**Part 2:** Full-time benefits-eligible salaried employees will use eLeave to submit a request using leave type **Leave – Agency Holiday-EMG** for the hours granted. The hours will automatically populate the employee’s timesheet as **AHEMG – Leave - Agency Holiday-EMG** once the eLeave request has been approved. The number of hours will be prorated based on FTE for part-time benefits-eligible salaried employees.

**Part 3 (if applicable):** Employees who are required to work *during* the closure will enter the hours on their timesheet using the time reporting code **UCWK – Univ. Closure Wrkd/Comp @ 1.0**.

**Examples:**

1. Sam is a full-time employee scheduled to work 8 a.m. to 5 p.m., Monday through Friday. Sam’s timesheet will look like this:

Day	Worked	Timesheet Code	Hours
12/23/2021	Leave Granted	AHEMG - Leave - Agency Holiday-EMG	8.0

2. Sandy is a full-time employee scheduled to work 8 a.m. to 5 p.m., Monday through Friday and is an essential employee who will continue to work her normal scheduled hours. Sandy’s timesheet will look like this:

Day	Worked	Timesheet Code	Hours
12/23/2021	8 hours (8 a.m. to 5 p.m.)	UCWK – Univ. Closure wrkd/comp @ 1.0	8.0
12/23/2021	Leave Granted	AHEMG - Leave - Agency Holiday-EMG	8.0

3. Bob is a 50 percent FTE employee scheduled to work 8 a.m. to 12 p.m., Monday through Friday and works his regular schedule. Bob’s timesheet would look like this:

Day	Worked	Timesheet Code	Hours
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12/23/2021	4 hours (8 a.m. to 12 p.m.)	UCWK – Univ. Closure wrkd/comp @ 1.0	4.0
12/23/2021	Leave Granted	AHEMG - Leave - Agency Holiday-EMG	4.0

4. Eddy is a full-time employee who is currently on vacation for the closure. Eddy’s timesheet would look like this:

Day	Worked	Timesheet Code	Hours
12/23/2021	Leave Granted	AHEMG - Leave - Agency Holiday-EMG	8.0

5. John is a 50 percent FTE employee scheduled to work 8 a.m. to 12 p.m., Monday through Friday. John leaves at 10 a.m. on Thursday. John's timesheet would look like this:

Day	Worked	Timesheet Code	Hours
12/23/2021	2 hours (8 a.m. to 10 a.m.)	UCWK	2.0
12/23/2021	Leave Granted	AHEMG - Leave - Agency Holiday-EMG	4.0

6. Pam is a full-time employee scheduled to work 4 p.m. to 3 a.m., Monday through Thursday. Pam’s timesheet would look like this:

Day	Worked	Timesheet Code	Hours
12/20/2021 – 12/21/2021	10 hours each day (4 p.m. – 3 a.m.)	REG	10.0 each day
12/22/2021	4.0 hours (4 p.m – 8 p.m)	REG	4.0
12/23/2021	Leave Granted	AHEMG - Leave - Agency Holiday-EMG	8.0

If you have any additional questions regarding the entry of time for this leave period, please contact Time and Labor at 940-369-5500 or toll free at 1-855-868-4357.

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Thank you!