

## Time Tracking

### **Hourly Staff (excluding Dining Services, Campus Safety, and Facilities)**

Under the college's current operation, Time will be recorded in Workday in the following categories:

Worked Remotely during Campus Emergency

Worked On-Site during Campus Emergency

For each work day, hourly staff should enter the total number of hours for each of these time entry types. The total amount of time dedicated to actively working remotely is recorded as Worked Remotely during Campus Emergency. The total amount of time spent working on campus is recorded as Worked On-Site during Campus Emergency. The time difference between Worked Remotely during Campus Emergency and Worked On-Site during Campus Emergency and your regular scheduled hours on that day (minus any Sick, Vacation, or Personal Time entered on the Absence Calendar) will be automatically entered for the employee as Did Not Work during Campus Emergency. This third time type will not be available to select on the Time calendar.

Time submitted as Worked On-Site during Campus Emergency will be paid at a rate of 1.5 times the hourly rate. Time submitted as Worked Remotely during Campus Emergency will be paid at the regular hourly rate. The automatic hours generated for the time type Did Not Work during Campus Emergency will be paid at the regular hourly rate.

Sick, vacation and personal time should be entered and submitted as usual on the Absence Calendar for your managers' review and approval.

### **Dining Services, Campus Safety, and Facilities**

All time recorded on the external time clocks will be paid at a rate of 1.5 times the hourly rate. Shift differentials and overtime will be accounted for in the pay calculations. Employees should clock-in and clock-out of the external time clock as usual at the start and end of each work shift. Please note that the automatic 30 minute meal break will **NOT** be automatically deducted during the college's current operating schedule. Unpaid meal breaks will be manually deducted by managers.

Sick, vacation and personal time should be entered and submitted as usual on the Absence Calendar for your managers' review and approval.

Managers in the DC, Campus Safety and Facilities should adjust time to deduct any unpaid meal breaks as needed because these unpaid breaks will not be automatically deducted.

At the end of each pay period managers will make corrections as they normally would to prepare for payroll. Just before payroll is run, hours will be automatically generated for the time type Did Not Work during Campus Emergency and will be paid at the regular hourly base rate. This automatically generated paid time type ensures employees will receive at least their regularly weekly scheduled hours under the college's current operation.