PART-TIME EMPLOYEE AND STUDENT WORKERS should complete their timecard with one of the comments outlined in the examples below and clock either (1) the hours they actually worked (either on campus or remotely) or (2) the hours they were scheduled and available to work even if they did not work due to the alternative operations/campus closure. Employees should not attempt to clock both types of entries for the same date/time. The entry is expected to be one or the other. The employee's hours for the week of the closure should not exceed the 19 hours a week limit unless you actually, physically worked more than 19 hours.

Please see the examples below:

Example 1: This employee worked did not work any hours – the employee will be paid for 19 hours in this scenario.
3/16/2020 = clock-in 8:00AM, clock-out 1:00PM, comment: did not work due to college closure
3/17/2020 = clock-in 8:00AM, clock-out 1:00PM, comment: did not work due to college closure
3/18/2020 = clock-out 8:00AM, clock-out 1:00PM, comment: did not work due to college closure
3/19/2020 = clock-out 8:00AM, clock-out 12:00PM, comment: did not work due to college closure

Example 2: This employee worked some hours but not the complete 19 hours – the employee will be paid for 19 hours in this scenario.
3/16/2020 = clock-in 8:00AM, clock-out 1:00PM, comment: did not work due to college closure
3/17/2020 = clock-in 8:00AM, clock-out 1:00PM, comment: did not work due to college closure
3/18/2020 = clock-out 8:00AM, clock-out 1:00PM, comment: actual hours worked remotely
3/19/2020 = clock-out 8:00AM, clock-out 12:00PM, comment: actual hours worked remotely

Example 3: This employee worked all 19 hours – the employee will be paid for 19 hours in this scenario.
3/16/2020 = clock-in 8:00AM, clock-out 1:00PM, comment: actual hours worked remotely
3/17/2020 = clock-in 8:00AM, clock-out 1:00PM, comment: actual hours worked remotely
3/18/2020 = clock-out 8:00AM, clock-out 1:00PM, comment: actual hours worked remotely
3/19/2020 = clock-out 8:00AM, clock-out 12:00PM, comment: actual hours worked remotely

Example 4: This employee worked a total of 25 hours (with pre-approval) – the employee will be paid for 25 hours in this scenario.
3/16/2020 = clock-in 8:00AM, clock-out 1:00PM, comment: actual hours worked remotely
3/17/2020 = clock-in 8:00AM, clock-out 1:00PM, comment: actual hours worked remotely
3/18/2020 = clock-out 8:00AM, clock-out 1:00PM, comment: actual hours worked remotely

3/19/2020 = clock-out 8:00AM, clock-out 12:00PM, comment: actual hours worked remotely
3/20/2020 = clock-out 8:00AM, clock-out 1:00PM, comment: actual hours worked remotely

Time Cards

Time

Worked Date	03/19/2020
Start Time	08:00 AM
End Time	

Comments

ACTUAL HOURS WORKED REMOTELY

[Clock In] [Clock Out]

Time Cards

Time

Worked Date	03/19/2020 📅
Start Time	08:00 AM 🕐
End Time	🕐

Comments	==DID NOT WORK - COLLEGE CLOSURE==

Clock In   Clock Out