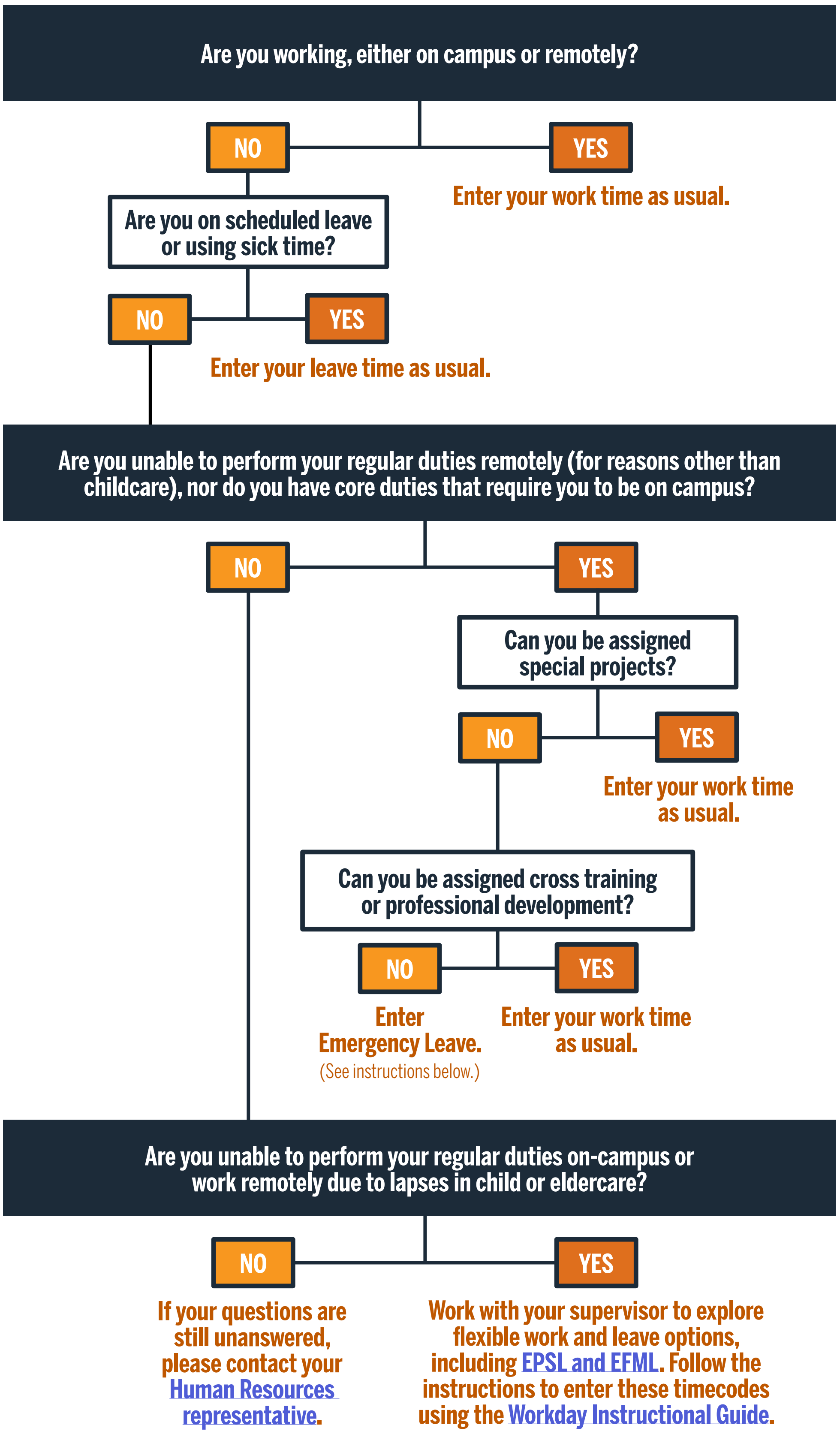


# TIMEKEEPING GUIDELINES MAY 1-15

Visit the dedicated [Human Resources web page](#) and reach out to your department Human Resources contact if you have questions about your time entry.

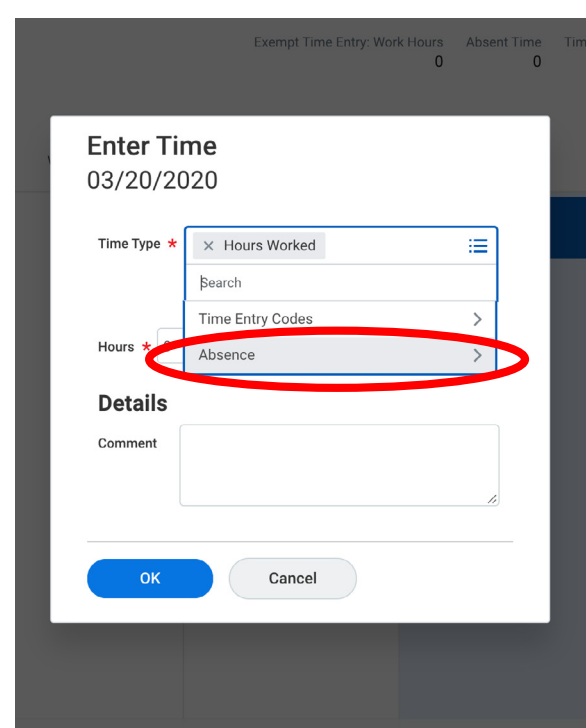
Your central [Human Resources representative](#) is also available to support you.



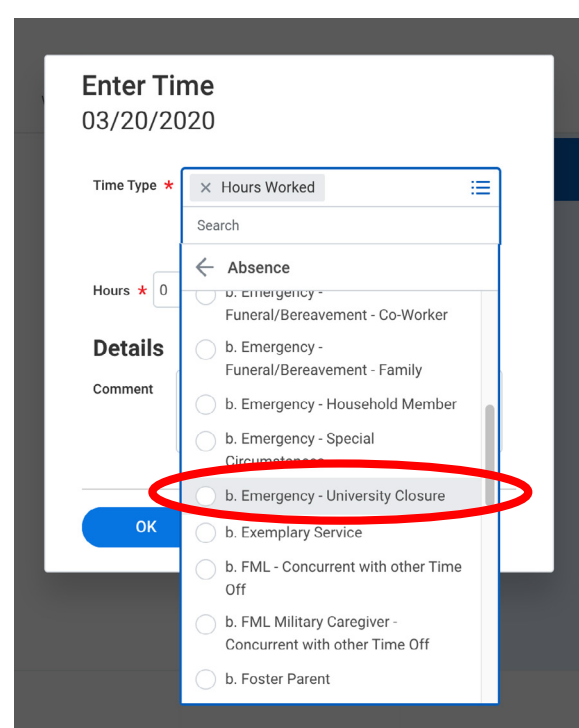
## Entering Emergency Leave

If you determine that you are eligible to enter Emergency Leave according to the flowchart above, follow these instructions to enter "Emergency-University Closure" in Workday:

**1.** Under "Hours Worked," select "Absence" in the dropdown menu.



**2.** Select "Emergency-University Closure" from the dropdown menu.



**3.** Click "OK" to confirm selection.

