TIMEKEEPING GUIDELINES
MARCH 16-30

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.

**Are you working, either on campus or remotely?**

- **NO**
  - Enter your work time as usual.

- **YES**
  - Are you on scheduled leave or using sick time?
    - **NO**
      - Enter your leave time as usual.
    - **YES**
      - Can you be assigned special projects?
        - **NO**
          - Enter your work time as usual.
        - **YES**
          - Can you be assigned cross training or professional development?
            - **NO**
              - Enter Emergency Leave. (See instructions below.)
            - **YES**
              - Enter your work time as usual.

**Are you unable to perform your regular duties remotely (for reasons other than childcare), nor do you have core duties that require you to be on campus?**

- **NO**
  - If your questions are still unanswered, please contact your Human Resources representative.

- **YES**
  - Can you be assigned special projects?
    - **NO**
      - Enter your work time as usual.
    - **YES**
      - Can you be assigned cross training or professional development?
        - **NO**
          - Enter your work time as usual.
        - **YES**
          - Work with your supervisor to explore flexible work and leave options.

**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.