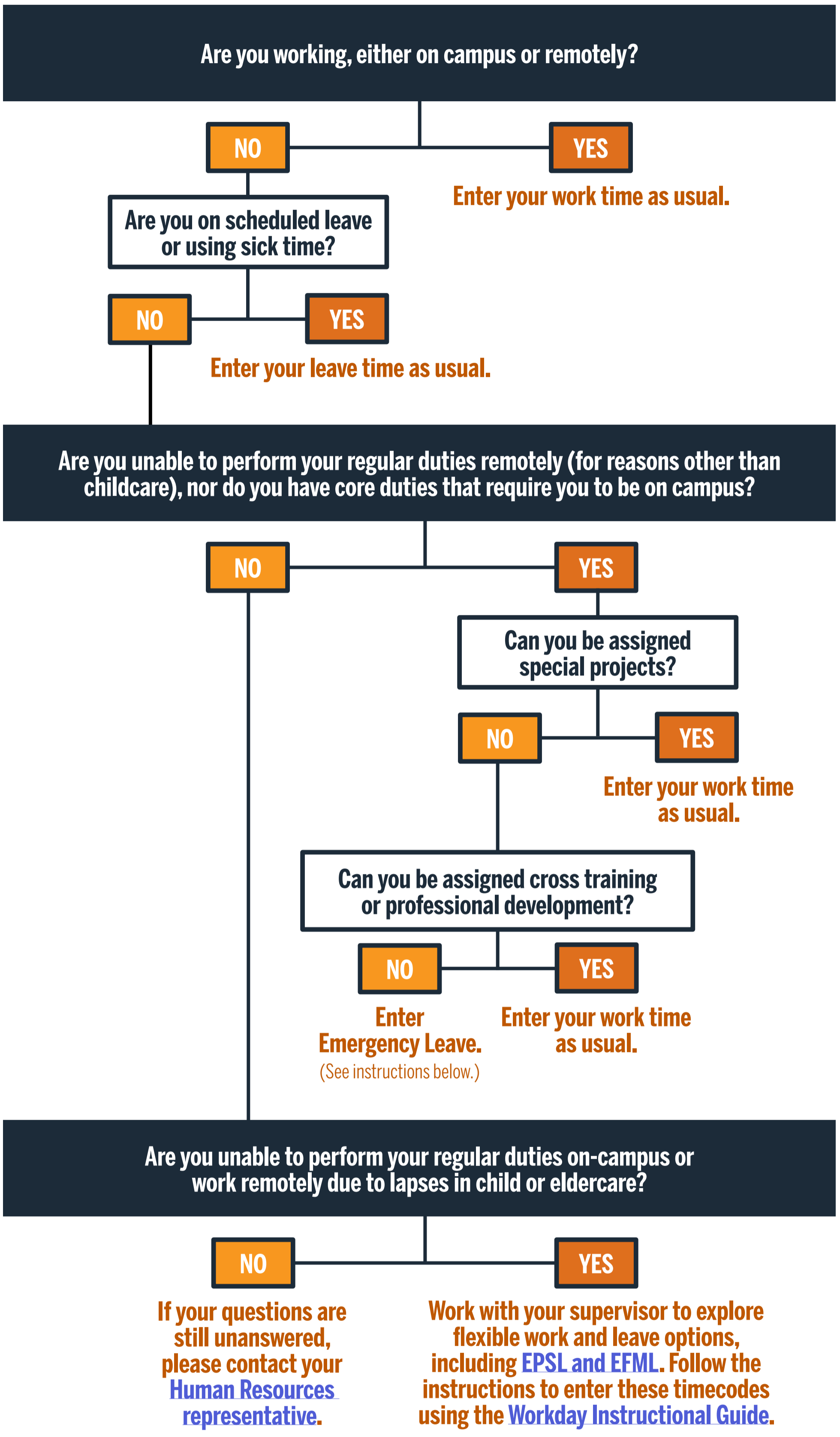


# TIMEKEEPING GUIDELINES MAY 16-31

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 the instructions below to enter "Emergency-University Closure" in Workday.

- Under "Hours Worked," select "Absence" in the dropdown menu.
- Select "Emergency-University Closure" from the dropdown menu.
- Click "OK" to confirm selection.