

Due to the unscheduled closing of Kennesaw State on Monday, 09/11/2017, here are the procedures for recording time in eTime:

- **Regular (working more than 30 hrs/week), benefitted, salaried (monthly paid) staff:** Nothing needs to be recorded for the unscheduled closing as you will be paid normally regardless of whether you worked during the closing or not. If you were scheduled to be on leave (vacation, sick, etc.) on 09/11/17 then that time should be recorded as it normally would as vacation, sick, etc.
- **Regular (working more than 30 hrs/week), benefitted, hourly, Comp/OT eligible (biweekly paid) staff:** You should enter your actual hours worked for the day. Payroll will be running a process to add the appropriate amount of hours to 9/11/17 and designate it as unscheduled closing. Hours marked as unscheduled closing will not be included in comp or overtime calculations for that week, only hours actually worked. If you were scheduled to be on leave (vacation, sick, etc.) on 09/11/17 then that time should be recorded as it normally would as vacation, sick, etc, and no hours will be added by the payroll team.
- **Regular (working less than 30 hrs/week), non-benefitted, salaried (monthly paid) staff:** Nothing needs to be recorded because these employees do not record time and are not eligible for leave. Time not worked will need to be made up through coordination with their manager.
- **Regular (working less than 30 hrs/week), non-benefitted hourly, Comp/OT eligible (biweekly paid) staff:** Only need to record actual hours worked during the day. These employee types are not eligible to be paid for hours not worked during the unscheduled closing.
- **Temporary (GRAs, exempt professionals, administrators), non-benefitted, salaried (monthly paid) staff:** Nothing needs to be recorded because these employees do not record time and are not eligible for leave. Time not worked will need to be made up through coordination with their manager.
- **Temporary (student assistants, casual labor, OT eligible staff), non-benefitted, hourly (biweekly paid) staff:** Only need to record actual hours worked during the day. These employee types are not eligible to be paid for hours not worked during the unscheduled closing.

If you have any questions or need additional information, please send an email to payroll@kennesaw.edu.

Thank you!

Payroll Services