Entering your time during business closures

Hourly employees (overtime-eligible): Follow the steps below to ensure you are tracking time correctly during a temporary business closure, or an extended business closure.

Temporary business closure

If you will return to the office before the end of the time tracking week (e.g., Sunday), follow the instructions below to enter your time worked for current day and any expected future time off.

From your timesheet in Workday, select the **Time Off** time type and the appropriate time off code:
- **US – Emergency** for a non-weather related emergency
- **US – Inclement Weather** for a weather-related closure
• Enter the number of hours in the **Quantity** field. For a full day absence, enter your regularly scheduled hours for the day. For a partial day absence, enter the hours that when combined with your actual time worked, results in a total that is equal to your regularly scheduled hours for the day.
• Click **Next** to view the timesheet totals on the **Enter Time – Confirmation** page. The page will also reflect saved time off in the **Daily Totals** and **Week Totals**.
• Click **Save** to record your entries.
• **Do not submit your timesheet** until you return to the office and complete all your entries for the week.

Extended business closure

If you do not expect to return to work before the end of the current time tracking week (Monday to Sunday) or aren't sure when you'll return to the office — follow the instructions below to enter your time and/or time off for the current week.

• Enter any time worked and time off on your timesheet in Workday.
• To enter your expected time off for the reminder of the week, click the **Time Type** box and select:
- **US – Emergency** for a non-weather related emergency
- **US – Inclement Weather** for a weather-related closure
• Enter the number of hours in the **Quantity** field. For a full day absence, enter your regularly scheduled hours for the day. For a partial day absence, enter the hours that when combined with your actual time worked, results in a total that is equal to your regularly scheduled hours for the day.
• Click **Next** to view the timesheet totals on the **Enter Time – Confirmation** page. The page will also reflect saved time off in the **Daily Totals** and **Week Totals**.
• Click **Save** to record your entries.
• After you have made all your entries for the week, **submit** your timesheet. **Do not submit a partial timesheet as that may result in partial pay.**

Important notes for hourly employees:
• To ensure you are paid during an extended business closure, you should cancel any future time off planned during the next two weeks.
• If you use a mobile device to enter time off/time worked during an extended business closure, be sure to complete your time tracking entries for the entire week.
• The system is designed to pay employees their scheduled weekly hours if no time off or time worked was submitted for the entire week.