Agency Closing

Agency Closing (AC) is used only when there is an official announcement that the University is closed due to extreme weather conditions or other emergency.

The timecard is entered according to the combination of whether the employee is non-exempt or exempt and designated or non-designated to work on an Agency Closing day. If an employee is designated as a non-designated employee, but the manager requests that this employee report to work on an Agency Closing day, that employee will complete the timecard as though he/she is designated. A comment should be entered in the timecard Comment field: Supervisor requests I report to work. (It is not necessary to change the designation in the Integrated System for this “temporary” designation classification.)

If an employee had scheduled a pre-approved absence, such as annual or university leave, please change the hours type for this day to Agency Closing. The employee’s leave balance should NOT be charged for the Agency Closing day or period. If the employee was sick on the Agency Closing day, the employee may also use Agency Closing instead of charging sick leave.

The hours type Agency Closing pays the employee for the hours entered. The hours type Comp Special Agency Closing does not pay the employee; it gives the employee leave for the hours entered.

Agency Closing is never pre-populated in the SSTL timecard.

Agency Closing is never used to record holiday time.

Corresponding examples (1-8) follow at the end of these instructions.

Non-Designated Employees

1. Non-designated full-time non-exempt employee did not work during a full day of agency closing.

Change the pre-populated hours worked to 0; add a row; select the hours type: Agency Closing; enter the number of hours the employee is scheduled to work. (This entry pays the employee for the observed agency closing hours.)

Example:
Less than full-time, adapt the hours according to the employee’s schedule.

Non-Designated exempt employee did not work during the agency closing.

Select the hours type: Agency Closing; enter the number of hours the employee is scheduled to work.

Example:

2. Non-designated full-time non-exempt employee worked during the full day of agency closing—not encouraged.

Select the hours type: hours worked; enter the hours worked (there is not extra compensation for the non-designated employee who works during an agency closing event.)

Do not make an entry for agency closing.

Example:
Non-designated exempt employee worked during the full day of agency closing—not encouraged.

Do nothing. No entry in the timecard for agency closing is allowed.

3. Non-designated non-exempt employee left work when the agency closing is announced for partial (early) closing.

Change the pre-populated hours worked to the hours the employee actually worked; select the hours type: agency closing; enter the hours for the agency closing.

Example: Employee works 8-5. Employee left work when the agency closing was announced for the period that began at 3:00 p.m.

Example:

```
<table>
<thead>
<tr>
<th>Hours Type</th>
<th>Assign/Mgr</th>
<th>Mon, Feb 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked</td>
<td>165563-2, Van Hook</td>
<td>8</td>
</tr>
</tbody>
</table>
```

Non-designated exempt employee left work when the agency closing is announced for partial (early) closing.

Add a row for agency closing; enter the agency closing hours observed.

Example: (same scenario)
4. Non-designated non-exempt employee worked some hours in a partial (early) agency closing.

Change the pre-populated hours worked; enter the hours the employee actually worked, select the hours type: Agency Closing; enter the hours the employee did not work due to the agency closing.

Example: Employee works 8-5, worked on hour into the agency closing period that began at 3:00 p.m.

<table>
<thead>
<tr>
<th>Hours Type</th>
<th>Assign/Mgr</th>
<th>Mon, Feb 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Closing</td>
<td>118646, Van Hook</td>
<td>2</td>
</tr>
</tbody>
</table>

Non-designated exempt employee same scenario:

Add a row for agency closing; enter the agency closing hours observed.

Example: (Same scenario)

<table>
<thead>
<tr>
<th>Hours Type</th>
<th>Assign/Mgr</th>
<th>Mon, Feb 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Closing</td>
<td>165563-2, Van Hook</td>
<td>1</td>
</tr>
</tbody>
</table>

5. Non-designated, non-exempt and exempt flex schedule employee and the agency closing falls on the employee’s day off.

Do nothing in the timecard since it is the employee’s regular day off.

Non-designated non-exempt flex schedule employee and the employee was scheduled to work on an agency closing day.

Change the hours worked to 0, add a row; select the hours type: Agency Closing; enter the hours the employee was scheduled to work.
Non-designated exempt flex schedule employee and the employee was scheduled to work on an agency closing day.

Select: Agency Closing; enter the hours the employee was scheduled to work.

Designated Employees

6. Designated non-exempt employee worked during a full day of agency closing.

Change the pre-populated hours worked to 0; add a row; select the hours type: Agency Closing; enter the number of hours the employee is scheduled to work. (This entry pays the employee for the observed agency closing hours.)

Example:
Designated exempt employee worked the entire day during the agency closing.

Select the hours type: Agency Closing; enter the number of hours the employee was scheduled to work; select the hours type: Comp Special Agency Closing; enter the amount of hours the employee actually worked.

Example:

7. Designated non-exempt employee worked only part of the agency closing period.
Change the pre-populated hours worked to 0. Select the hours type: Comp Special Agency Closing; enter the number of hours worked during the agency closing period. (This entry compensates the employee with leave for the hours actually worked during the agency closing.) Add a row; select the hours type: Agency Closing; enter the number of hours the employee actually worked during the agency closing day or period. (The hours should equal the hours entered for Comp Special Agency Closing.) Add a row for the appropriate personal leave type: (e.g., Annual or University Leave) Enter the number of hours the employee was scheduled but did not work.

Example: The employee is an 8-hour a day employee who worked 6 hours and then left 2 hours early.

<table>
<thead>
<tr>
<th>Hours Type</th>
<th>Assign/Mgr</th>
<th>Mon, Feb 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked</td>
<td>165563-2, Van Hook</td>
<td>0</td>
</tr>
<tr>
<td>Comp Special Agency Closing</td>
<td>165563-2, Van Hook</td>
<td>6</td>
</tr>
<tr>
<td>Agency Closing</td>
<td>165563-2, Van Hook</td>
<td>6</td>
</tr>
<tr>
<td>Annual Leave / 56.961</td>
<td>165563-2, Van Hook</td>
<td>2</td>
</tr>
</tbody>
</table>

Designated exempt employee worked only part of agency closing period.

Select the hours type: Comp Special Agency Closing; enter the number of hours the employee worked during the agency closing day or period. (This entry compensates the employee with leave for the hours actually worked during the agency closing.) Add a row for the hours type: Agency Closing; enter the number of hours the employee actually worked during the agency closing day or period. (The hours should equal the hours entered for Comp Special Agency Closing.) Add a row for the appropriate personal leave type: (e.g., Annual or University Leave) enter the number of hours the employee was scheduled but did not work.

Example: (Same scenario)
8. Designated non-exempt and exempt employee did not work during the agency closing period.

If an employee is identified as being ‘designated’ and is required to report to work but the employee did not report to work, the employee must use his/her personal leave for this day. (In this instance, agency closing cannot be used.)

Change the pre-populated hours worked to 0. Select an appropriate personal leave type: enter the number of hours the employee was scheduled to work.

Designated exempt employee did not work during the agency closing period.

Example:

**Compensation for Agency Closing**

Comp Special leave is the default compensation for working on an agency closing day. If a department decides to pay the employee for working on this day, the timekeeper should compile a list, and send the request to payroll@virginia.edu. The paid compensation will be included in the next pay cycle, and the employee’s leave balance will be adjusted to exclude the additional leave earned.