



Leave Keeping Information
October 4, 2018

SMART Time – SHRA Subject Employees

The timesheets for the past two periods in September are still available to complete, and should be posted as follows:

For 9/3-9/16/2018, you should post –

- Monday – (9/3) – PAID Holiday
- Tuesday-Friday – (9/4-7) – regular, vacation or sick – depending on your schedule that week Monday (9/10) – 8 hours regular – if you were working that day – or if you were on vacation or out sick – list in the appropriate column
- Tuesday – (9/11) - 8 hours regular (if you worked that day); or if you took off to prepare for the hurricane – 8 hours vacation or comp time
- Wednesday - Friday – (9/12-14/2018) – 8 hours each – **Emergency Closing Hours**

For 9/17-9/30/2018 - 8 hours each day listed in **Emergency Closing Hours**

During the Emergency Closing Hours there should be no hours listed in Regular Hours Worked or Extra Hours Worked.

Please submit to your supervisor on October 3rd by 3:00 pm.

MOVE Time – SHRA Exempt Employees

For the September timesheet submission, you do not have to record any “**Emergency Closing Hours**”. If you have not taken any sick or vacation for the month of September, you will still put the “1” on the first day of the month. Anyone that did take sick or vacation please post accordingly.

For any SHRA FLSA exempt employees that need to record any work performed during our “emergency closing hours” please add them to the column, “Comp Time Earned 1.0 Exempt”. The university is keeping track of work hours during the storm. You will not earn any additional comp time for those hours.

MOVE Time – EHRA Exempt Employees

For the September timesheet submission, you do not have to record any “**Emergency Closing Hours**”. If you have not taken any sick or vacation for the month of September, you will still put the “1” on the first day of the month. Anyone that did take sick or vacation please post accordingly.