Snow Closure Time Reporting

Under certain conditions, including weather-related conditions, it may become necessary to cancel classes or close the campus(es) of NAU. The NAU President or his/her designee may declare a cancellation of classes and/or partial or full university closure. Below are the instructions for reporting time when an emergency closure has been called.

- **Emergency Closure Policy** [https://nau.edu/university-policy-library/hr_2-10/](https://nau.edu/university-policy-library/hr_2-10/)
- **Positive Pay – Non-Exempt Staff - Non Essential Personnel**
  - Select TRC “20 Time Off with Pay”

- **Positive Pay – Non Exempt Staff - Essential Personnel**
  - Select TRC “20 Time Off with Pay”
  - Additionally add physical time worked
    - Regular or Call-back – if determined appropriate by the department (Example: Snow removal duty)
  - Check the Overtime as Cash in all boxes to be paid overtime leave boxes blank to accrue compensable time.

- **Exception Reporters – Exempt Faculty & Staff**
  - No Timesheet Reporting is required