

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/
- **Positive Pay – Non-Exempt Staff - Non Essential Personnel**
 - Select TRC “20 Time Off with Pay”

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 02/18/2019

Reported Hours 32.00 Print Timesheet

From Monday 02/18/2019 to Sunday 02/24/2019

Mon 2/18	Tue 2/19	Wed 2/20	Thu 2/21	Fri 2/22	Sat 2/23	Sun 2/24	Total Time Reporting Code
8.00	8.00	8.00					24.00 01 Regular
			8.00				8.00 20 Time Off with Pay

Submit

- **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)

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 02/18/2019

Reported Hours 40.00 Print Timesheet

From Monday 02/18/2019 to Sunday 02/24/2019

Mon 2/18	Tue 2/19	Wed 2/20	Thu 2/21	Fri 2/22	Sat 2/23	Sun 2/24	Total Time Reporting Code	Overtime as Cash
8.00	8.00	8.00	8.00				32.00 01 Regular	<input type="checkbox"/>
			8.00				8.00 20 Time Off with Pay	<input type="checkbox"/>

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 02/18/2019

Reported Hours 42.00 Print Timesheet

From Monday 02/18/2019 to Sunday 02/24/2019

Mon 2/18	Tue 2/19	Wed 2/20	Thu 2/21	Fri 2/22	Sat 2/23	Sun 2/24	Total Time Reporting Code	Overtime as Cash
			10.00				10.00 30 Callback 02	<input type="checkbox"/>
	8.00	8.00					24.00 01 Regular	<input type="checkbox"/>
			8.00				8.00 20 Time Off with Pay	<input type="checkbox"/>

- 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