

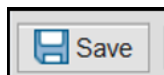
While some employees must still report to work during Plan B, in general, non-healthcare employees will be non-designated. Should non-designated employees work during Plan B, they will not receive emergency closing time off to be taken at a later date. Employee designation may change, based on the needs of the University or individual departments and colleges. It is important to discuss your position and Plan B category with your supervisor. To access the policy click [here](#).

If an emergency closing does occur **hourly** employees will need to code that time.

- Log into myUK and select the Employee Self Service tab.
- Select Working Time, and then select Record Working Time
- For the applicable day(s), under, Att/Abs Type, select Emergency Closing
- In the Hours column enter the appropriate number of hours

Del...	Date	Att/abs. type	Planned	Hours
			32.00	8.00
☒	SU, 12/20	51...	▼ 0	0.00
☒	MO, 12/21	51... HOURS WORKED	▼ 8	0.00 8
☒	TU, 12/22	51... HOURS WORKED	▼ 8	0.00 8
☒	WE, 12/23	51... EMERGENCY CLOSING	▼ 8	0.00 8

- When all entries are complete, select the save icon.



- You should receive a message indicating that your data has been saved and routed to your supervisor's workflow.



If a **partial day** (ex. a two-hour delay) entry needs to be completed, please follow the instructions below:

- Select the dated row that needs a split Att/Abs type.

Timesheet

← Previous Period | Next Period > | Week From: 01/14/2024 | Apply | Worklist | Work Schedule | Favorites | Check | Insert Row

Delete	Date	Pers. Assgn	Per. assignmTxl.
	SU, 01/14	51019262 20055128	51019262 20055128 (Active)
	MO, 01/15	51019262 20055128	51019262 20055128 (Active)
	TU, 01/16	51019262 20055128	51019262 20055128 (Active)
	WE, 01/17	51019262 20055128	51019262 20055128 (Active)
	TH, 01/18	51019262 20055128	51019262 20055128 (Active)

- Then Select the Insert Row button. This button will add an additional line for the date selected.

← Previous Period | Next Period > | Week From: 01/21/2024 | Apply | Worklist | Work Schedule | Favorites | Check | **Insert Row**

Delete	Date	Pers. Assgn	Per. assignmTxl.	Att./abs. type	Planned	Actual
	SU, 01/21	51019262 20055128	51019262 20055128 Activ...	▼ 0	40	0.00
	MO, 01/22	51019262 20055128	51019262 20055128 Activ...	▼ 8	8	0.00
	TU, 01/23	51019262 20055128	51019262 20055128 Activ...	▼ 8	8	0.00
	WE, 01/24	51019262 20055128	51019262 20055128 Activ...	▼ 8	8	0.00
	TH, 01/25	51019262 20055128	51019262 20055128 Activ...	▼ 8	8	0.00
	FR, 01/26	51019262 20055128	51019262 20055128 Activ...	▼ 8	8	0.00
	SA, 01/27	51019262 20055128	51019262 20055128 Activ...	▼ 0	0	0.00

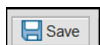
- Once the additional row is added you will need to select the Emergency Closing code under the Att/Abs Type then add the hours approved by the University.
- In the additional row you would need to enter the remaining hours under the hours worked code.

Timesheet

← Previous Period | Next Period > | Week From: 01/14/2024 | Apply | Worklist | Work Schedule | Favorites | Check | Insert Row

Delete	Date	Pers Assgn	Per. assignmTxl.	Att./abs. type	Planned	Actual	Hours	Det.
	SU, 01/14	20055128	51019262 20055128 (Active)	▼ 40	40	34.00		
	MO, 01/15	20055128	51019262 20055128 (Active)	▼ 0	0	0.00		
	MO, 01/15	20055128	51019262 20055128 (Active)	▼ 8	8	2.00		
	TU, 01/16	20055128	51019262 20055128 (Active)	EME	8	8.00	2.00	
	TU, 01/16	20055128	51019262 20055128 (Active)	HO	8	8.00	6.00	
	WE, 01/17	20055128	51019262 20055128 (Active)	HO...	8	8.00	8	
	TH, 01/18	20055128	51019262 20055128 (Active)	HO...	8	8.00	8	

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