Extra hours worked (1 of 2)

This is the **CORRECT** entry to show extra hours worked. Whether taking time off during the same week or working every day, all extra hours worked must be listed on the extra hours worked line. You may also enter a comment (by clicking on the comment button at the bottom of the page) to indicate the reason for the extra hours worked.

<table>
<thead>
<tr>
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</table>
Extra hours worked (2 of 2)

This is the **INCORRECT** entry to show extra hours worked. If hours are included with regular hours worked on the regular hours worked line, you will **not** earn comp for working the 3 hours over 40 during this week.

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</tbody>
</table>
Regardless of what time is taken (this example shows comp, but the same will work for ANY time taken) hours for each day should add up to 8 if you normally work 40 hours per week. You’ll also notice shift premium (for those working 2\textsuperscript{nd} or 3\textsuperscript{rd} shift) listed for the 8 hours worked each day. Do not list shift premium on any days/hours not worked.

<table>
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</table>
On call scheduled

In addition to showing regular hours worked, list all hours on call for each day – regardless of whether you worked or took time off work.

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Leave offsetting

A total of 6 hours of comp has been earned. Since 8 hours of sick leave is listed **DURING THE SAME WEEK**, only 2 hours of sick leave will be taken (32 hours worked + 6 extra hours worked = 38 hours; 38 hours worked + 2 hours of sick leave = 40 hours reported). When the status of the leave report shows “completed” in OnePort, leave balances from that leave report are updated.

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This is the **CORRECT** entry for a holiday taken. All holidays taken must be shown on your leave report.

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</table>
Holiday worked

This is the **CORRECT** entry for a holiday worked. Entering holiday worked **AND** holiday taken will pay premium pay for the 8 hours worked on the holiday **AND** accrue 8 hours compensatory time. Again, you may also enter a comment when working on a holiday. All holidays worked must be shown on your leave report.

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Regular hours short

Hours on the regular hours worked line do not add up to 40 (remainder will be taken from comp/vacation). This will cause 2 hours to be taken from compensatory leave or vacation leave. If no leave is available, pay will be docked for 2 hours.

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</table>
Adverse Weather Taken
This is the **CORRECT** entry to indicate working 6 hours and taking 2 hours as Adverse Weather leave. Employees who miss work time due to adverse weather must charge existing comp time, if available, then vacation/bonus leave or leave without pay unless they are permitted by their immediate supervisor to make up the absences. Absences must be made up within 90 days. Again, you may enter a comment to indicate the reason for the adverse weather taken.

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</table>
Adverse Weather Taken and Made Up

This is the **CORRECT** entry to indicate working 6 hours and taking 2 hours as Adverse Weather leave. With this example, the employee has worked *during the same week* to make up the adverse weather taken. This is also an example of leave offsetting. No hours will show as taken in adverse weather and these two hours comp will not show as comp accrued – they will show as adverse weather accrued.

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This is the **CORRECT** entry for an Emergency closing day that **WAS NOT WORKED**. An Emergency Closing is only used when the Chancellor or the Chancellor’s designee officially closes due to an emergency.

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</tbody>
</table>
| **Total Hours:**               | **80**      | 8                   | 8                   | 8                     | 8                    | 8                  | 8                    | 0                   | 0
University Closing Worked

This is the **CORRECT** entry for an Emergency closing day that **WAS WORKED** for hours up to 8. Again, you may want to enter a comment. This is an example that can be used for those designated as critical personnel who are required to work during a closing. Without both entries, no comp time will be accrued for working when the University was closed.

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University Closing Worked 8+ hours

This is the **CORRECT** entry for an Emergency closing day that **WAS WORKED** for hours over 8. Again, you may want to enter a comment. This is an example that can be used for those designated as critical personnel who are required to work during a closing. Without an entry on the “Official Univ Closing Hours” and “University Closing Worked” lines, no comp time will be accrued for working when the University was closed.

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