

How to Report Time Worked on Administrative Closure (AC) Days - (Hourly Non-Exempt)

This tutorial will be helpful for *hourly* employees who need to report time worked on ISU Administrative Closure (AC) days. When you work on an official ISU "AC" day, you are paid at your regular rate, but an equal amount of time is added to your Compensatory Time Bank, for you to use at a later date.

When you work on Administrative Closure Days, follow these guidelines:

- 1) Enter the amount of regular time you **worked** on the AC day in question on a separate row, using your normal Time Reporting Code (*in this example, 1 hour is submitted on the "1REG Regular Shift 1 Overtime" row*).*
- 2) Add a new row with the same amount of hours you worked that day, using "RTB" (Regular Time Banked) as the Time Reporting Code. That will bank that same amount of hours in your Compensatory Time Bank for you to use later.
- 3) Reduce the total amount of AC hours by the number of hours you worked on that AC day (*total AC* hours and regular time worked should equal 7.5 hours, or a full day--in this example, 6.5 hours are submitted as AC hours).
- 4) Click the **Submit** button.

* The example below is using a timesheet that was "pre-populated" with the standard regular worked hours, ISU Holidays, and AC days. For this example, this employee worked 1 hour on 12/30.

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5) You will now be able to use the AC time that you worked at a later date (*ISU Procedures normally require using this RTB time within six months*). Click on your "Leave Balances" link at the bottom of your timesheet to view how the RTB is banked:

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6) Your Compensatory Time Bank is updated on a day-to-day basis, as soon as your supervisor approves your timesheet:

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Other things to note regarding reporting time worked on planned AC days for hourly employees:

- ✓ Working on ISU Holidays or AC days is at the discretion of your department and whether you are considered essential personnel.
- ✓ For guidance on navigating to your hourly timesheet, please use the following link to the tutorial regarding reporting time for hourly employees:

How to Report Time - Hourly Non-Exempt Employees

✓ For more information, please contact Human Resources at 438-8311