

Time Guidance for Operational Status Change Codes and College Holidays

Operational Status Change	Non-Essential Regular Staff, Dept. Chairs & Administrators (Not Required to Work)	Designated Essential Employees (May be Required to Work)
CODE RED: EARLY CLOSURE Example: Closed from 1 p.m.- 7 a.m. the next day	For regular scheduled work hours prior to 1 p.m., enter Regular Hours worked, if applicable. For regular scheduled work hours beginning at 1 p.m. through the end of the shift, enter Operational Status Change – Time Off. If you were already on approved Time Off, update your Time Off request (i.e., cancel the other Time Off and replace with Operational Status Change – Time Off for the applicable amount of time based on your work schedule).	For regular scheduled work hours prior to 1 p.m., enter Regular Hours worked, if applicable. For hours worked onsite <u>during regular scheduled hours</u> beginning at 1 p.m. through the end of the shift, enter Essential Pay – EPO (In/Out) and Operational Status Change – Time Off. For hours worked onsite <u>outside of regular schedule</u> beginning at 1 p.m. through the end of the shift, enter Essential Pay – EPP (In/Out) only. For hours scheduled, but not worked, enter Operational Status Change – Time Off only. If you were already on approved Time Off, update your Time Off request (i.e., cancel the other Time Off and replace with Operational Status Change – Time Off for the applicable amount of time based on your work schedule).

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CODE RED: DELAYED OPENING Example: Closed from 7 a.m. to delayed opening at 10 a.m.	For regular scheduled work hours between 7 a.m. to 10 a.m., enter Operational Status Change – Time Off. After 10 a.m. enter Regular Hours worked, if you reported to work, or enter another applicable Time Off if you did not report to work. If you were already on approved Time Off, update your Time Off request (i.e., cancel the other Time Off and replace with Operational Status Change – Time Off for the applicable amount of time based on your work schedule).	For hours worked onsite <u>during regular scheduled hours</u> between 7 a.m. and 10 a.m., enter Essential Pay – EPO (In/Out) and Operational Status Change – Time Off. For hours worked onsite <u>outside of regular schedule</u> between 7 a.m. and 10 a.m., enter Essential Pay – EPP (In/Out) only. For regular hours scheduled between 7 a.m. and 10 a.m., but not worked, enter Operational Status Change – Time Off only. After 10 a.m. enter Regular Hours worked, if applicable. If you were already on approved Time Off, update your Time Off request (i.e., cancel the other Time Off and replace with Operational Status Change – Time Off for the applicable amount of time based on your work schedule).

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CODE RED: CLOSED	Enter Operational Status Change – Time Off for regular scheduled hours. If you were already on approved Time Off, update your Time Off request (i.e., cancel the other Time Off and replace with Operational Status Change – Time Off for the applicable amount of time based on your work schedule).	For hours worked onsite <u>during regularly scheduled hours</u>, enter Essential Pay – EPO (In/Out) and Operational Status Change – Time Off. For hours worked onsite <u>outside of regular schedule</u>, enter Essential Pay – EPP (In/Out) only. For hours scheduled but not worked, enter Operational Status Change – Time Off only. If you were already on approved Time Off, update your Time Off request (i.e., cancel the other Time Off and replace with Operational Status Change – Time Off for the applicable amount of time based on your work schedule).

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CODE ORANGE: OPEN W/ REMOTE OPERATIONS (CAMPUSES CLOSED)	Approved teleworkers should enter Regular Hours worked, if applicable. Non-teleworkers should enter Operational Status Change – Time Off. Approved Time Off entries should remain unchanged.	For hours worked onsite <u>during regularly scheduled hours</u>, enter Essential Pay – EPO (In/Out) and Operational Status Change – Time Off. For hours worked onsite <u>outside of regular schedule</u>, enter Essential Pay – EPP (In/Out) only. For hours scheduled but not worked, enter Operational Status Change – Time Off only. If you were already on approved Time Off, update your Time Off request (i.e., cancel the other Time Off and replace with Operational Status Change – Time Off for the applicable amount of time based on your work schedule).

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COLLEGE HOLIDAYS AND WEEKEND CLOSURES INCLUDED IN COLLEGE CALENDAR Standard operating hours apply to College Holidays and extended weekend closures, which begin at 7 a.m. College Holidays and closures are listed in the College Calendar, which may not reflect all Federal or State holidays. Updated September 2025	Non-Exempt Employees (hourly): College Holidays will automatically populate in your timesheet once Regular hours are entered. If you are not working and using only Time Off and Holiday hours during an applicable pay period, your full timesheet must be submitted to your supervisor BEFORE your time off begins to ensure you are paid on time. Exempt (salaried): Holidays will automatically populate in your timesheet. No action is required. NOTE: Time Off cannot be used on any College Holiday. If you have requested Time Off on a day that later becomes a College Holiday, or a different day you will use a College Holiday based on your regular work schedule, you will need to delete your Time Off request to receive the Holiday hours.	Essential employees not scheduled on actual College Holiday dates should use their applicable Holiday Hours on a different day in the same pay period when possible. If the exact pay period is not possible, the immediately preceding or subsequent pay period are acceptable alternatives. Holidays should not be “on hold” or accumulated for later use. For hours worked onsite during regularly scheduled hours, enter Essential Pay – EPO (In/Out) and Holiday Hours. For hours worked onsite outside of regular schedule, enter Essential Pay – EPP (In/Out) only. For hours scheduled but not worked, enter Holiday Hours only. NOTE: Time Off cannot be used on any College Holiday. If you have requested Time Off on a day that later becomes a College Holiday, or a different day you will use a College Holiday based on your regular work schedule, you will need to delete your Time Off request to receive the Holiday hours.