

Time Guidance by Shift for Operational Status Change Codes and College Holidays

CODE RED: EARLY CLOSURE

Example: Closed from 1:00 p.m. to 7:00 a.m. the next day

Shift	Scheduled/ Worked	Time Entry Code(s)	Description
1st Shift 6:00 a.m.-2:30 p.m.	Yes/Yes	Regular 6:00 a.m.-1:00 p.m.	For regular scheduled work hours prior to 1 p.m., enter Regular Hours worked, if applicable.
	<i>After 1:00 p.m. early closure</i>		
	Yes/Yes	EPO + OSC 1:00 p.m.-2:30 p.m.	For hours worked onsite during regular scheduled hours beginning at 1:00 p.m. through the end of the shift, enter Essential Pay – EPO (In/Out) <u>and</u> Operational Status Change – Time Off .
	Yes/No	OSC 1:00 p.m.-2:30 p.m.	For hours scheduled, but not worked, enter Operational Status Change – Time Off only.
	No/Yes	EPP 2:30 p.m.-7:00 a.m.	For hours worked onsite <u>outside of regular scheduled shift</u> , enter Essential Pay – EPP (In/Out) only.*
2nd Shift 2:00 p.m.-10:30 p.m.	<i>After 1:00 p.m. early closure</i>		
	Yes/Yes	EPO + OSC 2:00 p.m.-10:30 p.m.	For hours worked onsite during regular scheduled hours beginning at 1:00 p.m. through the end of the shift, enter Essential Pay – EPO (In/Out) <u>and</u> Operational Status Change – Time Off .
	Yes/No	OSC 2:00 p.m.-10:30 p.m.	For hours scheduled, but not worked, enter Operational Status Change – Time Off only.
	No/Yes	EPP 10:30 p.m.-7:00 a.m.	For hours worked onsite <u>outside of regular scheduled shift</u> , enter Essential Pay – EPP (In/Out) only.*
3rd Shift 10:00 p.m.-6:30 a.m.	<i>After 1:00 p.m. early closure</i>		
	Yes/Yes	EPO + OSC 10:00 p.m.-6:30 a.m.	For hours worked onsite during regular scheduled hours beginning at 1:00 p.m. through the end of the shift, enter Essential Pay – EPO (In/Out) <u>and</u> Operational Status Change – Time Off .
	Yes/No	OSC 10:00 p.m.-6:30 a.m.	For hours scheduled, but not worked, enter Operational Status Change – Time Off only.
	No/Yes	EPP 6:30 a.m.-7:00 a.m.	For hours worked onsite <u>outside of regular scheduled shift</u> , enter Essential Pay – EPP (In/Out) .*
*IMPORTANT: If you continue to work after the College reopens at 7:00 am, you must enter Regular Hours. Overtime will automatically calculate, if applicable.			

IMPORTANT: 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).

Time Guidance by Shift for Operational Status Change Codes and College Holidays

CODE RED: DELAYED OPENING

Example: Closed at 7:00 a.m. until delayed opening at 10:00 a.m.

Shift	Scheduled/ Worked	Time Entry Code(s)	Description
1st Shift 6:00 a.m.-2:30 p.m.	Yes/Yes	EPO + OSC 6:00 a.m.-10:00 a.m.	For hours worked onsite during regular scheduled hours between 7 a.m. and 10 a.m., enter Essential Pay – EPO (In/Out) and Operational Status Change – Time Off .
	Yes/No	OSC 6:00 a.m.-10:00 a.m.	For regular hours scheduled between 7 a.m. and 10 a.m., but not worked, enter Operational Status Change – Time Off only.
	No/Yes	EPP 7:00 a.m.-10:00 a.m.	For hours worked onsite <u>outside of regular scheduled shift</u> , enter Essential Pay – EPP (In/Out) only.* *IMPORTANT: If you continue to work after the College reopens at 7:00 a.m., you must enter Regular Hours. Overtime will automatically calculate, if applicable.
	After 10:00 a.m. delayed opening		
	Yes/Yes	Regular 10:00 a.m.-2:30 p.m.	After 10 a.m. enter Regular Hours worked, if applicable.
After 10:00 a.m. delayed opening			
2nd Shift 2:00 p.m.-10:30 p.m.	Yes/Yes	Regular 2:00 p.m.-10:30 p.m.	After 10 a.m. enter Regular Hours worked, if applicable
3rd Shift 10:00 p.m.-6:30 a.m.	Yes/Yes	Regular 10:00 p.m.-6:30 a.m.	After 10 a.m. enter Regular Hours worked, if applicable

IMPORTANT: 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).

Time Guidance by Shift for Operational Status Change Codes and College Holidays

CODE RED: CLOSED

Beginning at 7:00 a.m. through 7:00 a.m. the following day

Shift	Scheduled/ Worked	Time Entry Code(s)	Description
1st Shift 6:00 a.m.-2:30 p.m.	Yes/Yes	EPO + OSC 6:00 a.m.-2:30 p.m.	For hours worked onsite <u>during regular scheduled hours</u> , enter Essential Pay – EPO (In/Out) and Operational Status Change – Time Off .
	Yes/No	OSC 6:00 a.m.-2:30 p.m.	For hours scheduled, but not worked, enter Operational Status Change – Time Off only.
	No/Yes	EPP 2:30 p.m.-7:00 a.m.	For hours worked onsite <u>outside of regular scheduled shift</u> , enter Essential Pay – EPP (In/Out) only.*
2nd Shift 2:00 p.m.-10:30 p.m.	Yes/Yes	EPO + OSC 2:00 p.m.-10:30 p.m.	For hours worked onsite <u>during regular scheduled hours</u> , enter Essential Pay – EPO (In/Out) and Operational Status Change – Time Off .
	Yes/No	OSC 2:00 p.m.-10:30 p.m.	For hours scheduled, but not worked, enter Operational Status Change – Time Off only.
	No/Yes	EPP 10:30 p.m.-7:00 a.m.	For hours worked onsite <u>outside of regular scheduled shift</u> , enter Essential Pay – EPP (In/Out) only.*
3rd Shift 10:00 p.m.-6:30 a.m.	Yes/Yes	EPO + OSC 10:00 p.m.-6:30 a.m.	For hours worked onsite <u>during regular scheduled hours</u> , enter Essential Pay – EPO (In/Out) and Operational Status Change – Time Off .
	Yes/No	OSC 10:00 p.m.-6:30 a.m.	For hours scheduled, but not worked, enter Operational Status Change – Time Off only.
	No/Yes	EPP 6:30 a.m.-7:00 a.m.	For hours worked onsite <u>outside of regular scheduled shift</u> , enter Essential Pay – EPP (In/Out) only.* *IMPORTANT: If you continue to work after the College reopens at 7:00 a.m., you must enter Regular Hours. Overtime will automatically calculate, if applicable.

IMPORTANT: 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).

Time Guidance by Shift for Operational Status Change Codes and College Holidays

CODE ORANGE: OPEN W/ REMOTE OPERATIONS

Beginning at 7:00 a.m. through 7 a.m. the following day

Shift	Scheduled/ Worked	Time Entry Code(s)	Description
1st Shift 6:00 a.m.-2:30 p.m.	Yes/Yes	EPO + OSC 6:00 a.m.-2:30 p.m.	For hours worked onsite <u>during regular scheduled hours</u> , enter Essential Pay – EPO (In/Out) and Operational Status Change – Time Off .
	Yes/No	OSC 6:00 a.m.-2:30 p.m.	For hours scheduled, but not worked, enter Operational Status Change – Time Off only.
	No/Yes	EPP 2:30 p.m.-7:00 a.m.	For hours worked onsite <u>outside of regular scheduled shift</u> , enter Essential Pay – EPP (In/Out) only.*
2nd Shift 2:00 p.m.-10:30 p.m.	Yes/Yes	EPO + OSC 2:00 p.m.-10:30 p.m.	For hours worked onsite <u>during regular scheduled hours</u> , enter Essential Pay – EPO (In/Out) and Operational Status Change – Time Off .
	Yes/No	OSC 2:00 p.m.-10:30 p.m.	For hours scheduled, but not worked, enter Operational Status Change – Time Off only.
	No/Yes	EPP 10:30 p.m.-7:00 a.m.	For hours worked onsite <u>outside of regular scheduled shift</u> , enter Essential Pay – EPP (In/Out) only.*
3rd Shift 10:00 p.m.-6:30 a.m.	Yes/Yes	EPO + OSC 10:00 p.m.-6:30 a.m.	For hours worked onsite <u>during regular scheduled hours</u> , enter Essential Pay – EPO (In/Out) and Operational Status Change – Time Off .
	Yes/No	OSC 10:00 p.m.-6:30 a.m.	For hours scheduled, but not worked, enter Operational Status Change – Time Off only.
	No/Yes	EPP 6:30 a.m.-7:00 a.m.	For hours worked onsite <u>outside of regular scheduled shift</u> , enter Essential Pay – EPP (In/Out) only.* *IMPORTANT: If you continue to work after the College reopens at 7:00 a.m., you must enter Regular Hours. Overtime will automatically calculate, if applicable.

IMPORTANT: 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).

Time Guidance by Shift for Operational Status Change Codes and College Holidays

COLLEGE HOLIDAYS

Beginning at 7:00 a.m. through 7:00 a.m. the following day

Shift	Scheduled/ Worked	Time Entry Code(s)	Description
1st Shift 6:00 a.m.-2:30 p.m.	Yes/Yes	EPO + Holiday 6:00 a.m.-2:30 p.m.	For hours worked onsite <u>during regular scheduled hours</u> , enter Essential Pay – EPO (In/Out) and Holiday Hours .
	Yes/No	Holiday 6:00 a.m.-2:30 p.m.	For hours scheduled, but not worked, enter Holiday Hours only.
	No/Yes	EPP 2:30 p.m.-7:00 a.m.	For hours worked onsite <u>outside of regular scheduled shift</u> , enter Essential Pay – EPP (In/Out) only.*
2nd Shift 2:00 p.m.-10:30 p.m.	Yes/Yes	EPO + Holiday 2:00 p.m.-10:30 p.m.	For hours worked onsite <u>during regular scheduled hours</u> , enter Essential Pay – EPO (In/Out) and Holiday Hours .
	Yes/No	Holiday 2:00 p.m.-10:30 p.m.	For hours scheduled, but not worked, enter Holiday Hours only.
	No/Yes	EPP 10:30 p.m.-7:00 a.m.	For hours worked onsite <u>outside of regular scheduled shift</u> , enter Essential Pay – EPP (In/Out) only.*
3rd Shift 10:00 p.m.-6:30 a.m.	Yes/Yes	EPO + Holiday 10:00 p.m.-6:30 a.m.	For hours worked onsite <u>during regular scheduled hours</u> , enter Essential Pay – EPO (In/Out) and Holiday Hours .
	Yes/No	Holiday 10:00 p.m.-6:30 a.m.	For hours scheduled, but not worked, enter Holiday Hours only.
	No/Yes	EPP 6:30 a.m.-7:00 a.m.	For hours worked onsite <u>outside of regular scheduled shift</u> , enter Essential Pay – EPP (In/Out) only.* *IMPORTANT: If you continue to work after the College reopens at 7:00 a.m., you must enter Regular Hours. Overtime will automatically calculate, if applicable.

IMPORTANT: 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.

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.

Updated September 2025