

ATTACHMENT 1: QUICK REFERENCE GUIDE

Entering “Administrative Closing Pay” in PeopleSoft

When an employee does not work on an Administrative Closing Day, enter the Time Reporting Code (TRC) “Administrative Closing Pay- ACP:” For example:

From Sunday 11/20/2022 to Saturday 12/3/2022

| Sun 11/20 | Mon 11/21 | Tues 11/22 | Wed 11/23 | Thurs 11/24 | Fri 11/25 | Sat 11/26 | Sun 11/27 | Mon 11/28 | Tue 11/29 | Wed 12/1 | Thurs 12/2 | Fri 12/3 | Sat 12/4 | Total | Time Reporting Code |
|-----------|-----------|------------|-----------|-------------|-----------|-----------|-----------|-----------|-----------|----------|------------|----------|----------|-------|----------------------------------|
| | | | | | 8.00 | | | | | | | | | 8.00 | Administrative Closing Pay - ACP |
| | | | | 8.00 | | | | | | | | | | 8.00 | Holiday Pay - HOL |
| | 8.00 | 8.00 | 8.00 | | | | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 64.00 | Regular Pay - REG |

Entering “Admin Closing Worked” in PeopleSoft

When an employee works on an Administrative Closing Day and is eligible to receive a premium, enter the TRC “Admin Closing Worked – ACW for both Union and Non-Union employees. You must still “Report Regular Pay – REG” for hours worked. For example:

From Sunday 11/20/2022 to Saturday 12/3/2022

| Sun 11/20 | Mon 11/21 | Tues 11/22 | Wed 11/23 | Thurs 11/24 | Fri 11/25 | Sat 11/26 | Sun 11/27 | Mon 11/28 | Tue 11/29 | Wed 12/1 | Thurs 12/2 | Fri 12/3 | Sat 12/4 | Total | Time Reporting Code |
|-----------|-----------|------------|-----------|-------------|-----------|-----------|-----------|-----------|-----------|----------|------------|----------|----------|-------|----------------------------|
| | | | | | 8.00 | | | | | | | | | 8.00 | Admin Closing Worked - ACW |
| | | | | 8.00 | | | | | | | | | | 8.00 | Holiday Pay - HOL |
| | 8.00 | 8.00 | 8.00 | | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 72.00 | Regular Pay - REG |

ATTACHMENT 1: QUICK REFERENCE GUIDE

Entering time in PeopleSoft for employees that work less than 8 hours:

When an employee works on an Administrative Closing Day and is eligible to receive a premium, enter the TRC “Admin Closing Worked – ACW.” You must still report “Regular Pay – REG” for hours worked. Any hours not worked should be entered using the TRC “Administrative Closing Pay – ACP.” For example:

From Sunday 11/20/2022 to Saturday 12/3/2022

| Sun 11/20 | Mon 11/21 | Tues 11/22 | Wed 11/23 | Thurs 11/24 | Fri 11/25 | Sat 11/26 | Sun 11/27 | Mon 11/28 | Tue 11/29 | Wed 12/1 | Thurs 12/2 | Fri 12/3 | Sat 12/4 | Total | Time Reporting Code |
|--------------|--------------|---------------|--------------|----------------|--------------|--------------|--------------|--------------|--------------|-------------|---------------|-------------|-------------|-------|----------------------------------|
| | | | | | 3.00 | | | | | | | | | 3.00 | Administrative Closing Pay - ACP |
| | | | | | 5.00 | | | | | | | | | 5.00 | Admin Closing Worked - ACW |
| | | | | 8.00 | | | | | | | | | | 8.00 | Holiday Pay - HOL |
| | 8.00 | 8.00 | 8.00 | | 5.00 | | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 69.00 | Regular Pay - REG |