

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 11/19/2022 to Saturday 12/2/2022

Sun 11/19	Mon 11/20	Tues 11/21	Wed 11/22	Thurs 11/23	Fri 11/24	Sat 11/25	Sun 11/26	Mon 11/27	Tue 11/28	Wed 11/29	Thurs 11/30	Fri 12/1	Sat 12/2	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 11/19/2022 to Saturday 12/2/2022

Sun 11/19	Mon 11/20	Tues 11/21	Wed 11/22	Thurs 11/23	Fri 11/24	Sat 11/25	Sun 11/26	Mon 11/27	Tue 11/28	Wed 11/29	Thurs 11/30	Fri 12/1	Sat 12/2	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

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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 11/19/2022 to Saturday 12/2/2022

Sun 11/19	Mon 11/20	Tues 11/21	Wed 11/22	Thurs 11/23	Fri 11/24	Sat 11/25	Sun 11/26	Mon 11/27	Tue 11/28	Wed 11/29	Thurs 11/30	Fri 12/1	Sat 12/2	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