ATTACHMENT 1: QUICK REFERENCE GUIDE

Entering Time for "Administrative Closing Pay" and "Administrative Closing Worked" in PeopleSoft

Entering "Admin 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 11/17/2024 to Saturday 11/30/2024

Sun 11/17	Mon 11/18	Tues 11/19	Wed 11/20	Thurs 11/21	Fri 11/22	Sat 11/23	Sun 11/24	Mon 11/25	Tue 11/26	Wed 11/27	Thurs 11/28	Fri 11/29	Sat 11/30	Total	Time Reporting Code
												8.00			Administrative Closing Pay - ACP
											8.00				Holiday Pay - HOL
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00					Regular Pay - REG

Entering "Admin Closing Worked" in PeopleSoft

When an employee works a full day on an Administrative Closing Day and is eligible to receive a premium, enter the TRC "Admin Closing Worked – ACW." The employee must also enter Regular Pay - REG" for hours for the "ACW" hours worked. For example:

From Sunday 11/17/2024 to Saturday 11/30/2024

Sun 11/17	Mon 11/18	Tues 11/19	Wed 11/20	Thurs 11/21	Fri 11/22	Sat 11/23	Sun 11/24	Mon 11/25	Tue 11/26	Wed 11/27	Thurs 11/28	Fri 11/29	Sat 11/30	Total	Time Reporting Code
												8.00			Admin Closing Worked - ACW
											8.00				Holiday Pay - HOL
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00		8.00			Regular Pay - REG

ATTACHMENT 1: QUICK REFERENCE GUIDE

Entering Time in PeopleSoft for Employees Who Work Fewer 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" for any hours worked on that day. The employee must also enter "Regular Pay – REG" for the "ACW" hours worked. Any hours not worked on the Administrative Closing Day should be entered using the TRC "Administrative Closing Pay - ACP." For example:

From Sunday 11/17/2024 to Saturday 11/30/2024

Sun 11/17	Mon 11/18	Tues 11/19	Wed 11/20	Thurs 11/21	Fri 11/22	Sat 11/23	Sun 11/24	Mon 11/25	Tue 11/26	Wed 11/27	Thurs 11/28	Fri 11/29	Sat 11/30	Total	Time Reporting Code
												3.00			Administrative Closing Pay - ACP ⌄
												5.00			Admin Closing Worked - ACW ⌄
											8.00				Holiday Pay - HOL ⌄
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00		5.00			Regular Pay - REG ⌄