

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 11/24/2019 to Saturday 12/07/2019 ?

Sun 11/24	Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Mon 12/2	Tue 12/3	Wed 12/4	Thu 12/5	Fri 12/6	Sat 12/7	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 11/24/2019 to Saturday 12/07/2019 ?

Sun 11/24	Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Mon 12/2	Tue 12/3	Wed 12/4	Thu 12/5	Fri 12/6	Sat 12/7	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 11/24/2019 to Saturday 12/07/2019 ?

Sun 11/24	Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Mon 12/2	Tue 12/3	Wed 12/4	Thu 12/5	Fri 12/6	Sat 12/7	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