Additional Timesheet and Leave Reporting Guidance for January 13-18, 2024

This guidance applies to Corvallis-based employees. "Corvallis-based" in this context means all employees whose primary location is Corvallis, even if that employee works a hybrid schedule or works remotely. The guidance is specific to each closure day.

Saturday, January 13
Sunday, January 14
Wednesday, January 17 and
Thursday, January 18

- The Corvallis campus was closed on the four days mentioned above. Please refer to OSU's Closures and Curtailments policy, the time reporting matrix and EmpCenter Time Reporting During Inclement Weather Closures guidance within OSU's Closures or Curtailment of Operations policy for guidance about how to record any hours worked or leave time used.
- The resources above often refer to employees as "exempt" or "non-exempt." Your EmpCenter timesheet lists your employee type in the white line near the top of the page.
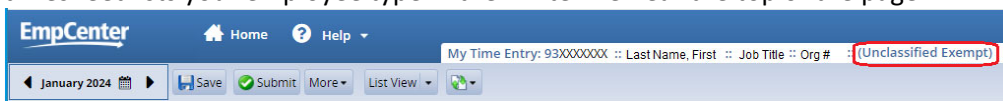
 "Unclassified" in this context includes academic faculty, professional faculty, public safety, graduate assistants and student employees.

 "Classified" means employees in positions represented by SEIU.

- Classified staff and their supervisors who have questions about essential time for any closure or curtailment day can find it online:
    - Employees: Entering essential time
    - Supervisors: Approving and adjusting essential time

Monday, January 15: Holiday in honor of Rev. Dr. Martin Luther King, Jr.
- The Corvallis campus was closed on this holiday. Please refer to OSU's Closures and Curtailments policy, the time reporting matrix and EmpCenter Time Reporting During Inclement Weather Closures guidance within OSU's Closures or Curtailment of Operations policy for guidance about how to record any hours worked or leave time used. Additional guidance for classified staff whose position description designates them as performing "essential" work and who were required to work on site on January 15 is below.
- Q: I am a classified employee whose position description designates me as performing "essential" work, I reported to work on site on January 15. Do I need to add "Closure leave" or "Closure with essential time" to the January 15th holiday in EmpCenter?
  A: No, please record your work-in and work-out or regular hours, plus "essential time" hours. You will be paid time and one half for every hour worked since it is a Holiday. You will also get holiday pay and the "essential" time will pay you at ½ time, for a total of 3 times your usual pay rate. Using Closure Leave is not necessary for this specific day.

Tuesday, January 16
    - Tuesday, January 16 was a "paid day" for Corvallis-based employees. In this context, "paid day" means that people who were scheduled to work, but could not because the campus was closed, will receive pay as if they had worked. "Employees" in this context means all employees,

including academic faculty, classified staff, graduate assistants, professional faculty, public safety professionals and student employees.

- Example:
A farm manager works at an Experiment Station in Malheur County. Sometimes they work from OSU's Extension office in the county, but much of the time they're on site at various research sites. Because this employee's home location is the Experiment Station, and that Experiment Station was not closed on January 16, they were expected to work. If they did not work, they should record accrued leave to cover the absence.

- Q: I was supposed to work on January 16, but couldn't because the Corvallis campus was closed. What do I do with my timesheet for that day?
A: Specifically for January 16, employees who record hours worked in EmpCenter or on a timesheet should record those hours as if they did work the shift. Employees who only report leave taken do not need to record anything for January 16.

- Q: I am a student employee who gets paid for each hour I work. Do I get paid for the closure on the 16th?
A: If you were scheduled to work on January 16th, but couldn't because the Corvallis campus was closed, please record your planned shift in EmpCenter as if you worked and add the note "paid closure day" in the comments.