

Entering University Closing:

- **Step 1.** : Click on the “Add” button under the specific date to add a segment. (See screenshot a)

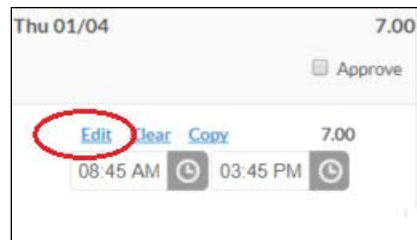


Thu 01/04 0.00

Add

(Screenshot a)

- **Step 2** : Enter the time and Click on “Edit”. (See screenshot b).



Thu 01/04 7.00

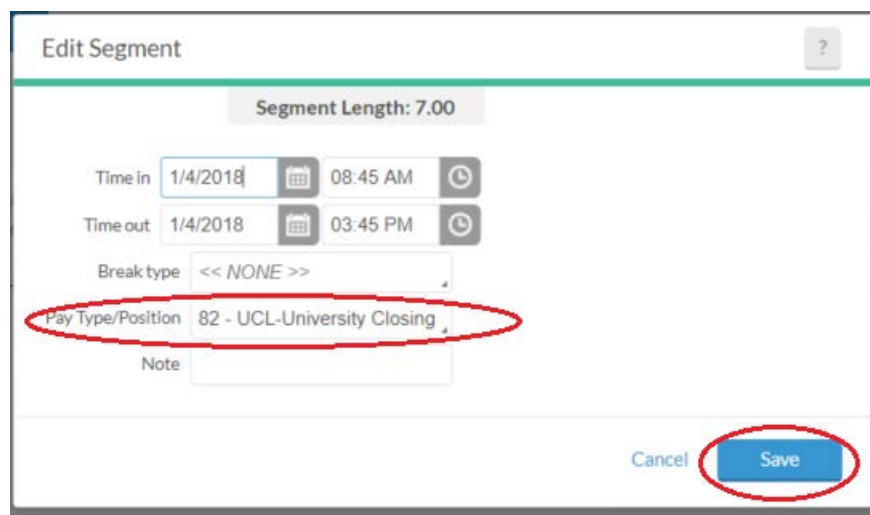
Approve

Edit Clear Copy 7.00

08:45 AM 03:45 PM

(Screenshot b)

- **Step 3.** : Next, update the Time In and Time Out field and under “Pay Type/ Position” dropdown select “UCL - University Closing” (see screenshot c) and click on the “Save” Button. (Note: The Segment length should equal the amount of hours in your normally scheduled day).



Edit Segment

Segment Length: 7.00

Time in 1/4/2018 08:45 AM

Time out 1/4/2018 03:45 PM

Break type << NONE >>

Pay Type/Position 82 - UCL-University Closing

Note

Cancel Save

(Screenshot c)