Recording an Early University Closing in TimeClock Plus

1. Record the time worked, including lunch (if applicable).

2. Click 'Add' to add a new segment.

3. Updating the Segment
   a. The Start time of the new segment should be 2:00 p.m. and the end time should be end time of your normal schedule. (usually 4:45 p.m.)

b. Click 'Edit' on the new segment.

Edit Clear Copy   2.75

02:00 PM   04:45 PM

Add

c. Change the Pay Type/Position to '82 – UCL – University Closing' and choose 'Save.'

Edit Segment   ?

Segment Length: 2.75

Time in   3/2/2018   02:00 PM

Time out   3/2/2018   04:45 PM

Break type   << NONE >>

Pay Type/Position   82 - UCL-University Closing

Note

Cancel   Save

4. The total hours for the day should equal 7 (or your normally scheduled hours).

Fri 03/02   7.00

☐ Approve

Edit Clear Copy   .25

08:45 AM   12:00 PM

HRIS Specialist

Edit Clear Copy   1.00

01:00 PM   02:00 PM

HRIS Specialist

Edit Clear Copy   2.75

02:00 PM   04:45 PM

82 - UCL-University Closing

Add