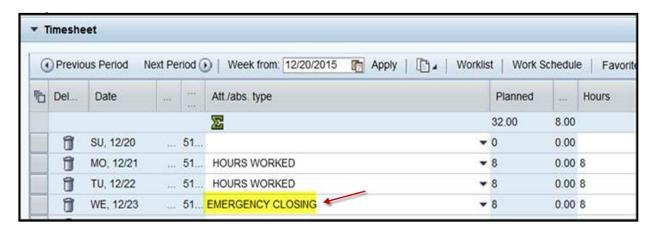


While some employees must still report to work during Plan B, in general, non-healthcare employees will be non-designated. Should non-designated employees work during Plan B, they will not receive emergency closing time off to be taken at a later date. Employee designation may change, based on the needs of the University or individual departments and colleges. It is important to discuss your position and Plan B category with your supervisor. To access the policy click <a href="here">here</a>.

If an emergency closing does occur **hourly** employees will need to code that time.

- Log into myUK and select the Employee Self Service tab.
- Select Working Time, and then select Record Working Time
- For the applicable day(s), under, Att/Abs Type, select Emergency Closing
- In the Hours column enter the appropriate number of hours



• When all entries are complete, select the save icon.



• You should receive a message indicating that your data has been saved, and routed to your supervisor's workflow.



Updated: 11/8/19