



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 [here](#).

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

Del...	Date	...	...	Att/abs. type	Planned	...	Hours
				$\Sigma$	32.00		8.00
🗑	SU, 12/20	...	51...		▼ 0		0.00
🗑	MO, 12/21	...	51...	HOURS WORKED	▼ 8		0.00 8
🗑	TU, 12/22	...	51...	HOURS WORKED	▼ 8		0.00 8
🗑	WE, 12/23	...	51...	EMERGENCY CLOSING	▼ 8		0.00 8

- 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.

