



Physical Plant **POLICY GUIDELINES**

Applies to:	Marshall University Physical Plant
Title:	Time Reporting Guidelines for University Closures in Time Clock Plus (TCP)
Number:	MU-PP-01.06
Effective Date:	02/20/26
Last Revision Date:	N/A – Initial Revision

PURPOSE: To document general guidelines regarding the reporting of time in the TCP payroll system during University delays/closures.

SCOPE: This document applies to all Facilities and Operations (F&O) employees regarding University delays/closures (such as during inclement weather).

REFERENCES:

- Marshall University Policy, Policy No. UPGA-2

DISCUSSION / POLICY:

- When the University is delayed/closed, employees will be paid for their scheduled shift (entered as “Delay/Closure” in TCP).
- Employees not scheduled to work when the University is delayed/closed are not eligible for “Delay/Closure” pay.
- Employees who are both scheduled to work and required to work when the University is delayed/closed have the option of being paid for the time they worked (in addition to the “Delay/Closure” pay) OR receive equivalent time off called “Substitute Time Off” (STO).
 - Employees will be paid for the time they worked (punched in/out) when the University was delayed/closed unless they request to receive equivalent time off (“STO”). This request must be made by the employee to their supervisor prior to the closure of the payroll cycle.
- Requested “STO” leave will be awarded only to employees who worked (punched in/out) on the shift in which the University was delayed/closed.
 - Employees who worked (punched in/out) on different shifts in which the University was not delayed/closed are not eligible for “STO” leave or “Delay/Closure” pay.
- Employees who are required to work on days the University is delayed/closed and request “STO” leave will be assigned a Job Code of “STO Earned” for each hour they worked when the University was delayed/closed.
 - STO Earned time will be accumulated by HR/Payroll and provided to the F&O Director for approval. Once approved, HR/Payroll will then upload STO Earned accruals into TCP for each employee.
- Awarded “STO” leave must be used within **one year** of time awarded, at a time mutually agreed upon between the employee and the immediate supervisor. “STO” time not used



Physical Plant **POLICY GUIDELINES**

within this time is forfeited. It is the employee's responsibility to monitor available balance of "STO" time and to use that time prior to expiration.

- Awarded "STO" leave may not be used in the same pay cycle in which the "STO" leave was earned.
- Employees who had leave scheduled (AL, SL, etc.) for the days/partial days the University was delayed/closed will not be charged leave for the time the University was delayed/closed.
- Exempt and Non-Exempt employees are eligible for "STO Earned" leave, if they are **required** to remain on duty or report to work when the University is delayed/closed.

PROCEDURE:

The following is a general guideline for reporting STO in TCP for hourly employees:

1. Employees who do not report to work on days/hours the University is delayed/closed are assigned the Job Code of "Delay/Closure" for their full scheduled shift. This is typically populated by HR/Payroll in TCP OR in certain situations may be assigned by the Supervisor/Shop Manager.
 - a. HR/Payroll will typically populate 7.5 hrs of "Delay/Closure" pay (when the University is closed for the entire day) or the amount of time the University is delayed (such as 8 am – 10 am for a two-hour delay).
 - b. If the employee's normal shift for that day is 10 hrs., then the employee will be assigned 10 hrs of Job Code "Delay Closure". The Supervisor/Manager will need to adjust the "Delay/Closure" time accordingly.
2. When the University is only closed for a portion of the day and an employee does not report to work, they are assigned the Job Code of "Delay/Closure" for the hours the University is delayed/closed. Employees who do not report to work the entire day must use approved additional leave for the balance of the workday.
3. Employees who are required to report to work on days/hours the University is delayed/closed are to punch in/out as normal. Examples:
 - a. The University is closed for the entire day.
 - i. Example 1: Employee is scheduled to work 6:00 am to 3:30 pm (9 hour shift) with a 30 minute lunch break.
 1. The employee will punch in/out as normal.
 - a. For employees who wish to receive pay, the Supervisor/Manager does not adjust this time entry in TCP.
 - b. For employees who wish to receive equivalent time off (STO), as opposed to pay, the Supervisor/Manager will change the "Job Code" for the entry in which the employee punched in/out to "STO Earned".
 2. HR/Payroll will input a "Delay/Closure" line item for 7.5 hrs (standard entry for all employees).



Physical Plant **POLICY GUIDELINES**

- a. The Supervisor/Manager will edit this “Delay/Closure” to reflect a start time of 6:00 am and an end time of 3:30 pm, yielding 9 hours of “Delay/Closure” pay.
- b. The University is closed from 8:00 am to 10 am.
 - i. Example 1: Employee is scheduled to work 6:00 am to 3:30 pm (9 hour shift) with a 30 minute lunch break.
 1. The employee will punch in/out as normal.
 - a. For employees who wish to receive pay, the Supervisor/Manager does not adjust this time entry in TCP.
 - b. For employees who wish to receive equivalent time off (as opposed to pay), the Supervisor/Manager will:
 - i. Add 6:00 am to 10:00 am of “STO Earned”
 - ii. Change work hours to 10:30 am to 3:30 pm
 1. (Use 10:30 to account for the 30-minute lunch period as TCP will not deduct)
 2. HR/Payroll will input a “Delay/Closure” line item for 2 hrs (standard entry for all employees).
 - a. The Supervisor/Manager will edit this “Delay/Closure” to reflect a start time of 6:00 am and an end time of 10:00 pm, yielding 4 hours of “Delay/Closure” pay.

- c. The University closed at 2:00pm.

Example 1: Employee is scheduled from 7:00am to 3:00pm today (30-minute lunch) and has Supervisor approval to leave at 2 pm.

- a. The employee will clock in at 7:00am and clock out at 2:00pm (6.5 hrs).
- b. It is expected that HR/Payroll will input a “Delay/Closure” line item for 1hr.
 1. The Supervisor/Manager will verify the correct amount of “Delay/Closure” has been entered to reflect a start time of 2:00 pm and an end time of 3:00 pm.

Example 2: Employee is scheduled from 4:00pm to 12:00 midnight and works the entire shift.

- a. The employee will clock in at 4:00pm and clock out at 12:00 midnight.
 - a. For employees who wish to receive pay, the Supervisor/Manager does not adjust this time entry in TCP.
 - b. For employees who wish to receive equivalent time off (as opposed to pay), the Supervisor/Manager will



Physical Plant **POLICY GUIDELINES**

- change the “Job Code” for the entry in which the employee punched in/out to “STO Earned”.
- c. HR/Payroll will input a “Delay/Closure” line item for 7.5 hrs (standard entry for all affected employees).

Example 3: Employee is scheduled from 5:00pm to 1:00am and has Supervisor approval to leave at 9:00pm.

- b. The employee will clock in at 5:00pm and clock out at 9:00pm.
 - a. For employees who wish to receive pay, the Supervisor/Manager does not adjust this time entry in TCP.
 - b. For employees who wish to receive equivalent time off (as opposed to pay), the Supervisor/Manager will change the “Job Code” to “STO Earned”.
 - c. HR/Payroll will input a “Delay/Closure” line item for 7.5 hrs (standard entry for all affected employees).
4. Notes:
- a. Managers/Supervisors are responsible for ensuring the time reported in TCP for their direct reports is correct. “Delay/Closure” entries auto-populated by HR/Payroll may need to be adjusted based on individual employee schedules.
 - b. The Job Code “Delay/Closure” should not be used for any actual hours worked when the University is delayed/closed.
 - c. Employees who are required to work when the University is delayed/closed punch in/out as normal under their standard Job Code (Landscape Worker, Locksmith, etc). Employees who are required to work AND were “scheduled” to work will have two entries for the days they worked when the University was delayed/closed; one entry of “Delay/Closure” for the time they were scheduled to work and one entry for actual time worked under their standard Job Code (or “STO Earned” if requested).
 - d. TCP will not automatically deduct the lunch period if the time punched in/out is less than 6.0 hours. When this occurs, the Supervisor will need to add the lunch period.
 - e. The Job Code “Delay/Closure” does not count toward hours worked for OT calculations.
 - f. This process for reporting time in TCP may change per Payroll/HR direction. Payroll/HR directions for entering time supersedes these directions.
 - g. Questions concerning Time Clock Plus (TCP) should be directed to the employee’s Supervisor/Manager or Director.



REVISION HISTORY:

- Rev. 0 – Initial Revision