Campus Closure Guidelines
Frequently Asked Questions

1. When is the campus closure?

The campus closure begins on Tuesday, January 29, 2019 at 8 p.m. through Thursday, January 31, 2019 at noon.

2. Will I get paid during the campus closure?

All regular full-time and part-time Northwestern University employees will be paid during the campus closure.

3. What code do I use to track my time in Kronos?

It is not necessary for staff to place a code on timecards because all bi-weekly and monthly staff Kronos timecards will be pre-populated for the campus closure for January 30th (full-day) and January 31st (half-day). The code used to pre-populate timecards for the campus closure is called (EME).

4. Am I required to work remotely during the campus closure?

It is at the sole discretion of the supervisor to determine which staff, if any, are required to perform essential services; and, if any urgent and/or time sensitive work assignments need to be completed remotely during the University closure. Please consult with your departmental manager or supervisor for guidance.

5. I am a non-exempt employee. If I am required to work during the campus closure will I receive overtime pay?

Non-exempt employees will only receive overtime pay for any additional hours worked in excess of 40 work hours in the week.

See page two for information on time entry.
Information on Time Entry for the "University Emergency Closure Days"

Please note the following as the University prepares to close from 8 p.m. tonight, Tuesday, January 29, through noon Thursday, January 31, due to the extreme weather forecast. The University will continue to provide essential services, including policing, facilities management and residence hall dining. Personnel in those areas will be notified directly if they are required to report for work during that time.

Earnings code **EME** (Emergency Close of University) has been created to record time off for Wednesday, January 30, and Thursday morning, January 31, through noon. All regular full-time and part-time employees will have these two days pre-populated in KRONOS with the EME earnings code for their scheduled hours.

*For employees who were required to work during this time of closure to perform essential functions, their time should be reported as follows:*

**Non-Exempt Employees:** Employees should NOT remove the EME designation from the time record and enter all hours worked for the closure days – Wednesday through noon on Thursday. Employees will be paid for the two closure days, and they will receive overtime pay for any additional hours worked over 40 worked hours in the week.

**Exempt Employees:** They SHOULD remove the EME designation from the time record for the half or whole day worked and coordinate with their supervisor/manager to flex their schedule when department/unit operations allow.

Employees covered by a Collective Bargaining Agreement should refer to their union contract for guidance on reporting time.

If you have any questions about this code or have questions about appropriately completing the time entry, please contact the Timekeeping Support desk at 847-467-7606 or payroll-time@northwestern.edu for assistance.