




Full Time Staff Non-Exempt Employees

Part time employees only get paid for hours worked, this does not apply to you
If you are out on FML this does not apply to you

For the Non-Exempt Staff employees that clock in and out every day, you can request CAMPUS CLOSURE for mins\hours that are needed to bring you to your weekly total to 40 hours.

Under Absence  Absence

Under Request Absence

Select Campus Closure ☒ Campus Closure

Click on Edit Quantity

Add the number of mins\hours needed to bring you to 40 for the week.

Update All Quantities

ALWAYS add a comment as to why the campus was closed

Once you have done this, if you have not submitted your time for the week please do so.

Any PRE-APPROVED TIME OFF for the ENTIRE week (vacation, personal or sick)
will not be adjusted

If you had requested any time off for just that day your manager can remove the time needed to be replaced by the campus closure.

If your weekly total goes over the 40 weekly hours due to requesting campus closure, the campus closure will be taken off. You can not get paid extra for the campus closure.

If you have any questions please email us at payrolltimesheets@collin.edu

Thanks
Payroll Department