



August 27, 2024

Dear Faculty and Staff,

To facilitate smoother traffic flow, relieve extra congestion on campus, and enhance the overall game day experience, SMU is adjusting the regular work schedule for the University's Friday night football game against BYU on September 6. The Boulevard will open at 2 p.m. and kickoff is set for 6 p.m.

**Employees with game day-related duties should remain on campus, but all other employees will be permitted to leave campus at 1 p.m. and, where feasible, finish their workday remotely.**

All office phones should continue to be monitored and answered remotely if necessary. All regular staff, exempt and non-exempt, will be paid for the entire workday. Payroll Services will follow up with instructions on how time should be recorded in my.SMU.

Managers should not schedule temporary employees and student workers during this period (1 to 5 p.m.) unless they have game day-related duties. Temporary and student employees will not be paid for this period unless they perform game day-related duties.

Questions about academic instruction should be sent to the [Provost's Office](#).

Thanks for your understanding and cooperation as this is the only home football game this season not scheduled on a weekend.

Pony Up!

Sincerely,

A handwritten signature in black ink, reading "R. Gerald Turner". The signature is written in a cursive style with a large, prominent initial "R" and a long, sweeping tail.

R. Gerald Turner  
SMU President