Weather Emergency Reporting Flow Chart

Did you work the weather emergency?

Yes

Are you considered essential?

Yes

Only one entry required:
Enter the hours you worked with the pay type **WEE**.

No

Only one entry required:
Enter the hours you worked with the pay type **NORM**.

No

Was the weather emergency declared for all of your scheduled hours?

Yes

Only one entry required:
Enter your regularly scheduled hours and select the pay type **WENE**.

No

You must have 2 entries:
1. Hours worked entered using pay type **NORM**
2. Hours not worked because of weather emergency entered using the pay type **WENE**

IMPORTANT TO NOTE:
Those who were already scheduled for a vacation day (VAC), or who were not able to report due to illness (SICK), or who voluntarily elected to not report to work due to concerns about the weather (using VAC or SICKP) should record that code **for the entire day regardless of declaration of a weather emergency**.

Pay Type Descriptions

**NORM** - To report regular and overtime hours.

**WEE** - To report hours worked when the College calls a weather emergency; hours will be paid 2X the rate of pay for hours worked during the weather emergency.

**WENE** - To report non-worked hours when the College calls a weather emergency; hours will be paid in the same manner as if employee worked.