Weather Emergency Reporting Flow Chart

Did you work the weather emergency?

Yes

Are you considered essential?

Yes

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

Yes

You must have 2 entries:
- Hours worked outside of the weather emergency entered using pay type NORM
- Hours worked during the WE with the pay type WENRM.

No

No

Only 1 entry required:
- Enter the hours you worked with the pay type WEE.

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

Yes

You must have 2 entries:
- Hours worked outside of the weather emergency entered using pay type NORM
- Hours worked during the weather emergency entered using the pay type WEE

No

No

Only 1 entry required:
- Enter your regularly scheduled hours and select the pay type WENE

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

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 scheduled hours not worked when the College calls a weather emergency; hours will be paid in the same manner as if employee worked.
- WENRM - For non-essential employees who decided to work during the weather emergency; hours to be paid at regular rate of pay.
- VAC - To report vacation hours.
- SICK - To report sick hours.
- SICKP - To report personal emergency hours.