Recording a Weather Emergency

Did you work the weather emergency?

Are you considered essential?

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

You must have 2 entries:
- Hours worked outside of the weather emergency entered using the time entry type: Hours Worked
- Hours worked during the weather emergency with the time entry type: Weather Emergency Non Essential Worked

Yes

Only 1 entry required:
Enter the hours you worked with the time entry type: Weather Emergency Essential

No

I had already planned a Vacation Day.
Enter all hours with the time entry type: Vacation

I was sick. Enter all hours with the time entry type: Sick

I made the decision not to travel to work due to weather. Enter all hours with the time entry type: Vacation or Personal Emergency Sick or Vacation

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

You must have 2 entries:
- Hours worked with the time entry type: Hours Worked
- Hours not worked due to the weather emergency with the time entry type: Weather Emergency Essential

Yes

Only 1 entry required:
Enter your regularly scheduled hours with the time entry type: Weather Emergency Non Essential

No

You must have 2 entries:
- Hours worked with the time entry type: Hours Worked
- Hours not worked due to the weather emergency with the time entry type: Weather Emergency Non Essential

Time Entry Type Descriptions

Hours Worked – To report regular and overtime hours.

Weather Emergency Essential – 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.

Weather Emergency Non Essential – 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.

Weather Emergency Non Essential Worked – For non-essential employees who decided to work during the weather emergency; hours to be paid at regular rate of pay.

Vacation – To report vacation hours.

Sick – To report sick hours.

Personal Emergency Sick or Vacation – To report personal emergency hours.