Did you work the weather emergency?

— **Yes** →
- **Are you considered essential to work on Campus?**
  - **Yes** →
    - **Was the weather emergency declared for all of your scheduled hours?**
      - **Yes** → Only 1 entry required: Enter the hours you worked with the time entry type: **Weather Emergency Essential (Worked on Campus - 2 x Rate)**
      - **No** → You must have 2 entries:
        - Hours worked before or after the weather emergency with the time entry type: **Hours Worked**
        - Hours required to work during the weather emergency with the time entry type: **Weather Emergency Essential (Worked on Campus - 2 x Rate)**
  - **No** → 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 either at **home or on campus** with the time entry type: **Weather Emergency Not Essential on Campus (Worked - Regular Rate)**

— **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 or following a delayed start. 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?**
  - **Yes** → Only 1 entry required: Enter your regularly scheduled hours with the time entry type: **Weather Emergency Non Essential (Did Not Work)**
  - **No** → You must have 2 entries:
    - Hours worked before or after the weather emergency with the time entry type: **Hours Worked**
    - Hours not worked due to the weather emergency with the time entry type: **Weather Emergency Non Essential (Did Not Work)**

Time Entry Type Descriptions

Hours Worked – To report regular and overtime hours.

Weather Emergency Essential (Worked on Campus - 2 x Rate) – To report hours worked when the College calls a weather emergency and employee is essential to work on Campus. Hours will be paid at a double rate for hours worked during the weather emergency.

Weather Emergency Non Essential (Did Not Work) – To report scheduled hours not worked when the College calls a weather emergency and the employee is unable to work from home. Hours will be paid in the same manner as if employee worked.

Weather Emergency Not Essential on Campus (Worked - Regular Rate) – For non-essential employees who decide to work on Campus during the weather emergency or were able to work from home. Hours to be paid at regular rate of pay.

Vacation – To report vacation hours.