Job Aid

Reporting Time – Inclement Weather – Hourly Employees with Benefits

This Job Aid walks through the process of entering Inclement Weather on a time card for **Hourly Employees with Benefits**.

*Note that the procedures will be the same for both the desktop and mobile applications.

Audience: Hourly Employees with Benefits

*Important: Time cards are due every two weeks. Please reference the HR & Payroll Calendar to review deadlines.

Inclement Weather

	Action
Non-Essential	**If you are not deemed essential and do not work:** 1. Report **Regular** time on your time card for the period of inclement weather that includes your regular schedule. If you normally have shift differential on the day that is declared inclement weather report shift differential as normal. See job aid "Entering Time Worked, Leave Taken, or Holiday/Veteran's Day – Hourly Employees with Benefits." Note that if the inclement weather period does not cover all of your scheduled hours, you must either work hours not covered by the inclement weather period or use accrued leave (sick, vacation, etc.), as appropriate. 2. If you had previously scheduled an absence for the day/times included in the inclement weather declaration, edit the time card to use Regular time for the inclement weather period. Note that you will need to contact HRS if your time card has already been approved by your line manager.
Essential	**If you are deemed essential and work during a period of inclement weather:** 1. Report **Inclement Weather** for hours worked during the inclement weather period. Note that if the Inclement Weather period ends during your regularly scheduled hours, you must report to work for any hours of your regular work schedule left in the day. In this situation you would enter **Regular** for hours worked after the end of the designated Inclement Weather period during your regular work schedule. 2. If you are unable to work then you must use accrued leave (sick, vacation, etc.), as appropriate.

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Entering Inclement Weather Hours Examples
Example 1: Your regular work hours are from 8:00 a.m. to 4:30 p.m. Monday – Friday. Inclement weather is declared for Monday starting 6:00 am and ending Monday at 4:30 pm. **You are not essential and do not work this day**. You report 8 hours of **Regular** on Monday.
Example 2: Your regular work hours are from 8:00 a.m. to 4:30 p.m. Monday – Friday. Inclement weather is declared for Monday starting 6:00 am and ending Monday at 4:30 pm. **You are essential and do work this day from 8:00 a.m. to 4:30 p.m.** You report 8 hours of **Inclement Weather** time on Monday.