Job Aid

Reporting Time – Inclement Weather – Salaried Employees with Benefits

This Job Aid walks through the process of reporting time worked during a period of inclement weather for **Salaried Employees with Benefits**.

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

Audience: **Salaried 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. You will not do anything on your time card for a period of inclement weather unless you had previously scheduled an absence for the day/times included in the inclement weather period. If you have done so, edit the time card and remove the hours for the absence. 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 Comp Time Earned for hours worked during the designated Inclement Weather period. Note that if the inclement weather period ends during your regularly scheduled hours, you will only report hours worked during the designated Inclement Weather period. 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: 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 would not report anything on your time card.
Example 2: 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 for 4 hours**. You report 4 hours of **Comp Time Earned** on Monday.
Example 3: Inclement weather is declared for Monday starting at 6:00 am and ending Monday at 4:30 pm. **You are not essential and do not work on this day**. You had previously scheduled vacation for this day. You would need to remove the vacation you had scheduled from your time card for this day.