Job Aid

Entering Inclement Weather on a Time Card – Hourly Employees with Benefits

This Job Aid walks hourly employees with benefits through the process of entering inclement weather on a time card.

Audience: Hourly USS employees with benefits.
Hourly Unclassified employees with benefits

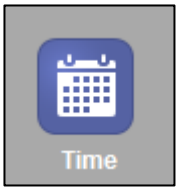
Examples in this Job Aid:

- ✓ Hourly employee with benefits who is not deemed essential and does not work during an inclement weather period. See steps starting 1.0.
- ✓ Hourly employee with benefits who is deemed essential and does work during an inclement weather period. See steps starting 2.0.

***A declaration of inclement weather affects time card reporting only for unclassified employees (administrative and professional staff) and USS with benefits. Faculty do not report anything during a declaration of inclement weather.**

Hourly employees without benefits should not work during a period of inclement weather.

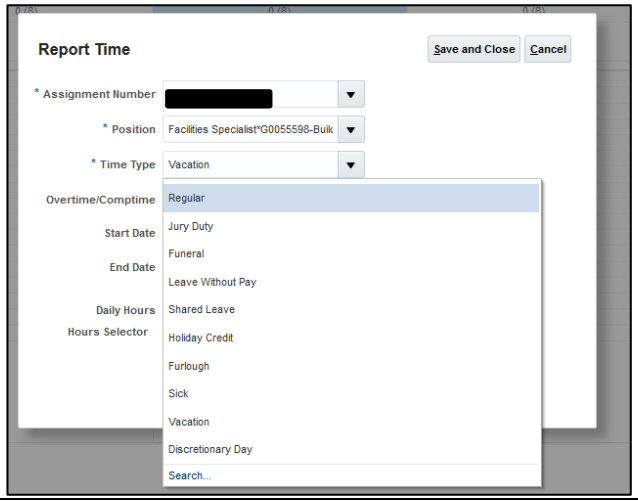
Note that the declaration of inclement weather will have a start and end time.

Step	Action
1.0	Use the following steps if you are an hourly employee with benefits and are not deemed essential and do not work during the inclement weather period.
1.1	Click **Time** on the GUS Cloud springboard to access the time card. Note that the Time icon may also be found under the "About Me" icon on the springboard page. 

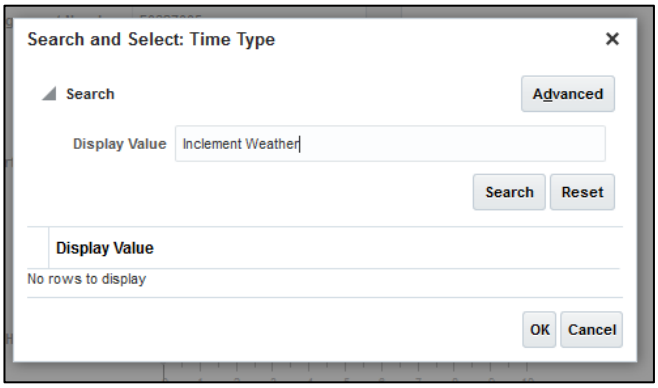
1.2.	If you are not deemed essential and do not work: Report Regular time on your time card for the period of inclement weather that includes your regular schedule. If you normally have shift differential on the day that is declared inclement weather report shift differential as normal. See job aid "Entering Time Worked and Absences – 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. 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. **Do not change a time card after it has been approved by your line manager.** Example #1: Your regular work hours are from 8 to 4:30 Monday – Friday. Inclement weather is declared for Monday starting 6:00 am and ending Monday at 4:30 pm. <u>You are not essential and do not work this day. You report 8 hours of Regular on Monday.</u> Example #2: Your regular work hours are from 8 to 4:30 Monday – Friday. Inclement weather is declared for Monday starting 6:00 am and ending Monday at 10:00 am. <u>You are not essential. You start work at 10:00 am and work until 4:30 pm. You report 8 hours of Regular on Monday</u>. Example #3: Your regular work hours are from 8 to 4:30 Monday – Friday. Inclement weather is declared for Monday starting 6:00 am and ending Monday at 4:30 pm. <u>You had scheduled a vacation day on this day. You report 8 hours of Regular on Monday. You do not report any Vacation on Monday.</u> Example #4: Your regular work hours are from 8 to 4:30 Monday – Friday. Inclement weather is declared for Monday starting 6:00 am and ending Monday at 10.00 am. <u>You had scheduled a vacation day on this day. You report 2 hours of Regular and 6 hours of Vacation on Monday.</u>

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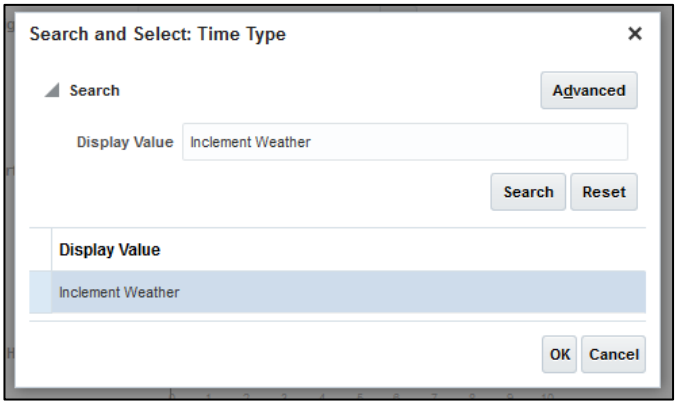
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2.0	Use the following steps if you are an hourly employee with benefits and are deemed essential and do work during the inclement weather period.
2.1	If you are deemed essential and work during a period of inclement weather: a. Report any hours of your regular scheduled work hours as Regular on the time card. See job aid "Entering Time Worked and Absences – Hourly Employees with Benefits." b. Report Inclement Weather for time worked during the inclement weather period. You earn comp time for time worked during the inclement weather period and reported as Inclement Weather on your time card. See next step to report Inclement Weather for time worked during the inclement weather period.
2.2	Example 1: *In this example, inclement weather was declared from 6:00 am to 10:00 am on 12/5/2017. The employee's regular schedule is 8:00 am to 4:30 pm. The employee is essential and worked from 6:00 am to 4:30 pm on 12/5/2017. 6 hours is reported as Regular and 4 hours is reported as Inclement Weather.* a. Report 6 hours of Regular time on 12/5/2017. b. To report 4 hours of Inclement Weather, drag and drop any time type to 12/5/2017. The Report Time dialog box will open. 1. Select the Assignment Number and Position. 2. Select the drop down box for Time Type. Click search. 

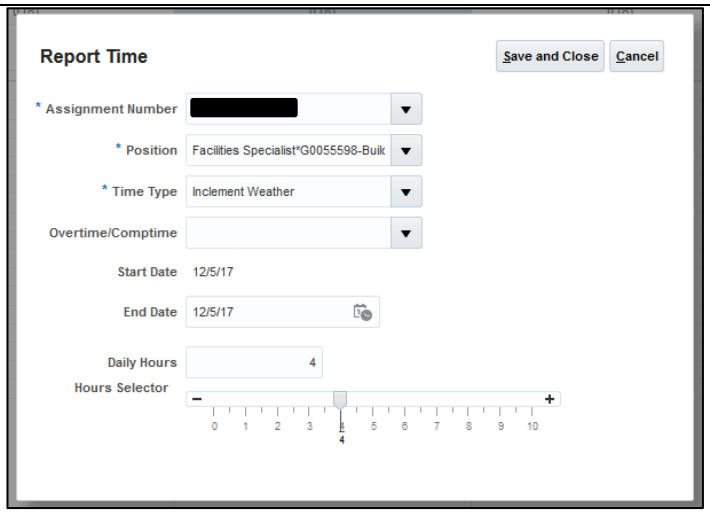
3. In the Search and Select: Time Type box, type “Inclement Weather” then Search.



4. Inclement Weather will be displayed in the Display Value. Highlight the Inclement Weather Row, then click Ok.

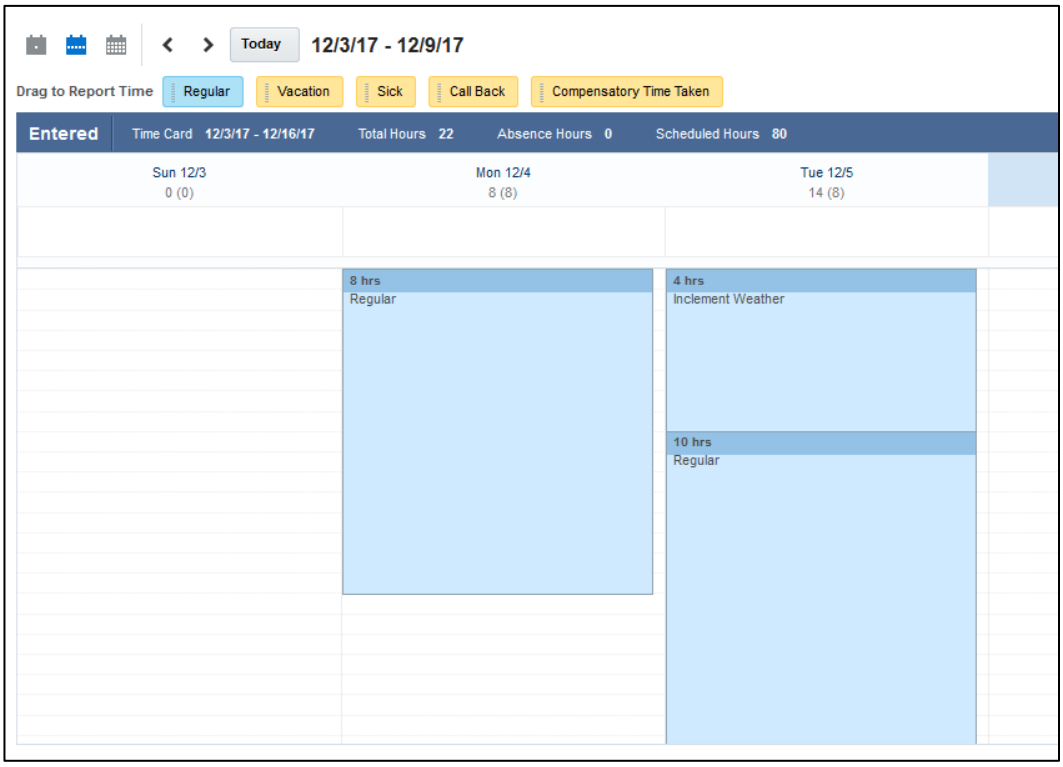


5. Inclement Weather will now be the Time Type in the Report Time box.

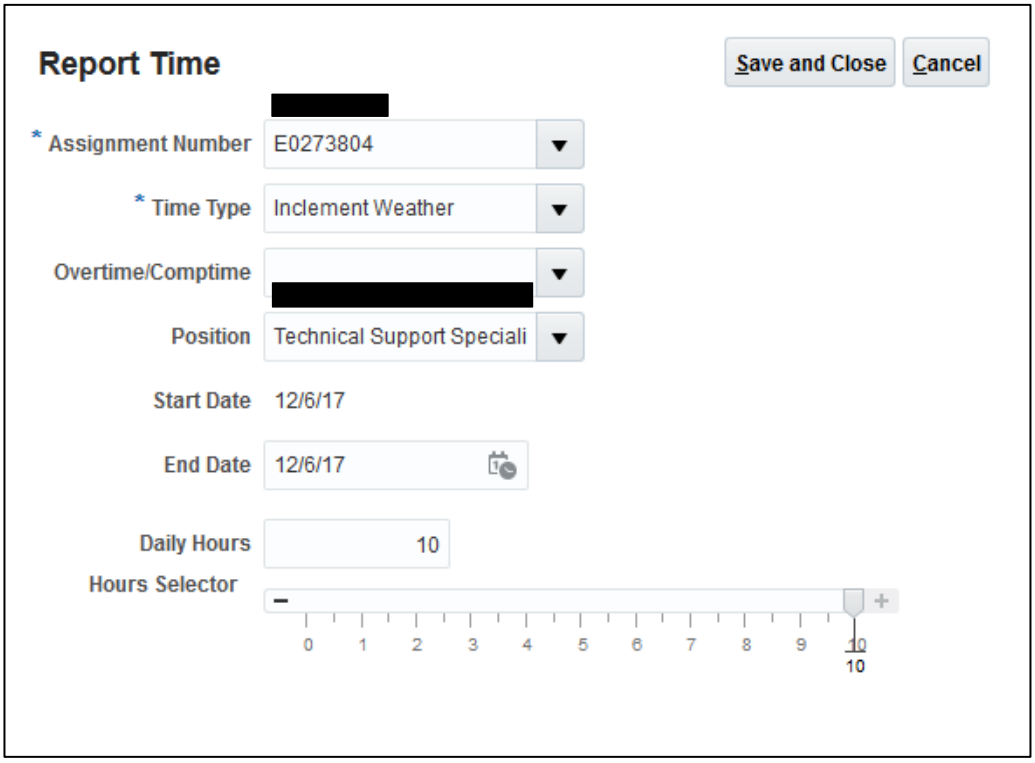


6. Verify the Start Date and End Date are correct.
7. Input the hours worked during the period of inclement weather.
8. Click Save and Close.

c. You will see 6 hours Regular time and Inclement Weather time on the time card for the day.



	d. Continue to fill out the rest of the time card with time worked and leave taken. Select Review and Submit when you are ready to send the time card to the line manager for approval.

2.3	Example #2: *In this example, your regular work hours are from 8 to 4:30 Monday – Friday. Inclement weather is declared for Wednesday, 12/6/2017 starting 6:00 am and ending Wednesday at 4:30 pm. You are essential and you work 6:00 am to 4:30 pm on this day. You report 10 hours of Inclement Weather on Wednesday.* a. Report 10 hours of Inclement Weather on 12/6/2017. Drag and drop any Time Type on 12/6. To find the Time Type for Inclement Weather, click on the search option under the drop down.  b. Continue to fill out the rest of the time card with time worked and leave taken. Select Review and Submit when you are ready to send the time card to the line manager for approval.