

Pittsburg State University closed at 12:00 A.M. on Monday, February 8, 2021 through 11:59 P.M. on Tuesday, February 9, 2021 due to inclement weather. Additionally, PSU was closed for inclement weather at 12:00 A.M. on Monday, February 15, 2021 through 11:59 P.M. on Wednesday, February 17, 2021.

If you are an hourly non-exempt employee (benefits-eligible) who is deemed ***Essential*** and worked on campus during inclement weather periods listed above, please report your time as "inclement weather."

If you are an hourly non-exempt employee (benefits-eligible) that is ***Non-Essential*** and did not work on campus during those times, report regular time.

Here is the GUS HR job aid to assist you - please read it thoroughly.


For hourly non-exempt employees, see attached .pdf.

Inclement weather pay is a benefit intended for those who braved the weather to come to campus and work as required by their supervisor. Generally, inclement weather pay is for boiler room operators, University Police, groundskeepers, General Maintenance Repair Technicians, and possibly others that are working or called in due to special circumstances.

Here is a link to the PSU Inclement Weather Policy: <https://www.pittstate.edu/president/policies/inclement-weather-policy-for-university-employees.html>

Faculty and salaried exempt employees do not need to do anything as far as time reporting is concerned. If you checked a few emails at home, that is not inclement weather pay. Again, inclement weather pay is for boiler room operators, University Police, groundskeepers, General Maintenance Repair Technicians, and possibly others that are working on campus or called in due to special circumstances.

If you are one of the handful of **salaried exempt employees deemed essential that did WORK ON CAMPUS** during the campus closing, report your time as follows:

 [02. Entering Inclement Weather \(03-11-2020\).pdf](#) For salaried exempt employees

Timecards for the 2/7/2021 - 2/20/2021 pay period are **due by 3:00 P.M. on Monday, February 22**. Failure to submit and approve timecards by 3:00 P.M. on Monday, February 22, 2021 will result in late payment for the employee. Please use the "Time Card Status- Direct Reports" report on the Line Manager and Administrator Dashboard to track the status of your direct reports' timecards. If you need assistance with the report, contact payroll@pittstate.edu.

Stay warm out there!

Lori Scott Dreiling
Director, Human Resource Services
Pittsburg State University
#oagaag #gopitt