Timesheet Instructions for Adverse Weather and Other Emergency Events - Non-Exempt Employees:

The instructions below are applicable as long as the employee is not out on approved sick or vacation leave during the adverse weather days. If the employee is on approved leave, then the employee must use that leave regardless of the condition that is invoked due to the weather or other emergency event.

**Condition 1**

**Non-Mandatory Employee – works**

The University is open, and employees are expected to work. If the employee works remotely (at an alternate site with supervisor pre-approval) or physically reports to work, then the employee will record hours worked like normal.

**Non-Mandatory Employee – does not work**

The University is open, and non-mandatory employees are expected to work but may be approved to work remotely (at an alternate site with supervisor pre-approval). Employees must account for any hours not worked as a result of Condition 1. Employees must use comp-time (if available) before use of other leave. If comp-time is available for use in the Web Leave System, enter the number of hours available in the corresponding comp-time column and row on the timesheet to account for the hours missed. If no comp-time is available for use, leave must be recorded (annual, bonus, or leave without pay**) or the employee may request permission from the supervisor to make up the missed work hours.

Making up time is at the discretion of the supervisor based on business need. If the supervisor approves make-up time, the employee has 90 days to make up the missed hours. To account for make-up time on the timesheet, the employee must enter the number of hours missed in the “Adverse Weather” column for the corresponding work week. The hours missed will also automatically appear on the Adverse Weather box (bottom right) of the timesheet. The employee must also submit a leave request in the Web Leave System for the adverse weather hours missed. If an employee makes up the hours in another week, they will simply record all hours worked in the normal fashion. This will automatically trigger “Extra Time” or “Comp-Time” earned for the month. Employees will use those hours to offset the Adverse Weather Make-Up hours. To do this, the employee will record the hours as comp-time earned in the web leave system but then additionally put in a second entry to reduce the Adverse Leave. On the timesheet, ensure that you list these hours in the Adverse Weather box under “Made-Up This Month”.

**Mandatory Employee – works**

The University is open, and the employee is required to physically report to work or remain at work. Employees record time as normal. Employees will be granted hour-for-hour time off for hours worked in addition to regular pay and any extra or overtime that occurs.

**Mandatory Employee – does not work**

The University is open. If the employee is required to work and does not, then the employee may be subject to disciplinary action and must account for time missed. To account for time missed, please see “Condition 1, Non-Mandatory Employee – does not work” above.
Condition 2

Non-Mandatory Employee – works

The University is on suspended operations, and non-mandatory employees are NOT to report to work. Employees may be eligible to work remotely (at an alternative site with supervisor pre-approval). If an employee works, they will record hours as normal. No Earned Time off is accrued for non-mandatory employees. Disciplinary action may result if non-mandatory employees report to work on site.

Non-Mandatory Employee – does not work

The University is on suspended operations, and non-mandatory employees are NOT to report to work. Employees may be approved to work remotely (see above). Employees must account for work hours missed as a result of Condition 2. Employees must use comp-time (if available) before other types of leave. To do this, employees enter the number of comp-time hours available in the corresponding comp-time column and row on the timesheet to account for the hours missed. Employees may request to make-up missed work hours. Approval is at the discretion of the supervisor based on business need.

If the supervisor approves make-up time, the employee has 90 days to make up the missed work hours. To account for make-up time on the timesheet, the employee will place the number of hours missed in the “Adverse Weather” column for the corresponding work week. The hours missed will also automatically appear on the Adverse Weather box (bottom right) of the timesheet. The employee must also submit a leave request in the Web-Leave System for hours missed. If an employee makes up the hours in another week, they will simply record all hours worked in the normal fashion. This will automatically trigger “Extra Time” or “Comp-Time” earned. Employees will use these hours to offset the adverse weather make-up hours. To do this, the employee will record the hours as comp-time earned in the web leave system and then put in a second entry to reduce the Adverse Weather Leave. On the timesheet, ensure that employees list those hours in the Adverse Weather box under “Made-Up This Month”. If the supervisor does not authorize make-up time, then the employee must use (annual, bonus, or leave without pay**) to account for the hours missed.

Mandatory Employee – works

The University is on suspended operations, and the employee is required to physically report to work or remain at work. Work time is recorded as normal. Additionally, for the hours when the University is under Condition 2, employees will list the work hours in the “Other” column on the timesheet. Recording the hours worked and additionally recording hours eligible under “Other” will result in “extra time” being earned (this is Extra Time Off or ETO earned for being designated as mandatory and reporting to work).

NOTE: If the mandatory employee is allowed to work remotely, they are not eligible for ETO.

Mandatory Employee – does not work

The University is on suspended operations, but mandatory employees are required to report to work or remain at work. If the employee is required to work and does not, then the employee may be subject to disciplinary action and must account for work hours missed. To account for time, please see “Condition 2, Non-Mandatory Employee – does not work” above.

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**Condition 3**

**Non-Mandatory Employee – works**

The University is closed, and non-mandatory employees are NOT to report to work and are not required to use leave to make up for time missed. If an employee works, the employee will record hours as normal. No Extra Time off (ETO) is allowed for non-mandatory employees. Disciplinary action may result if an employee is told not to report to work but does so.

**Non-Mandatory Employee – does not work**

The University is closed, and non-mandatory employees are NOT to report to work and are not required to use leave to make up for time missed. To account for time not worked during Condition 3, record scheduled hours in the “Other” column (found under “Leave Used”) for the corresponding work week.

**Mandatory Employee – works**

The University is closed, and the employee is required to physically report to work or remain at work and does so. Hours are recorded as normal. Additionally, the hours in which the University is under Condition 3 and the employee is required to physically work are listed in the “Other” column on the timesheet. Recording the hours worked and additionally recording hours eligible under “Other” will result in “extra time” being earned (ETO earned for being mandatory and reporting to work).

**NOTE: If the mandatory employee is allowed to work remotely, they are not eligible for ETO.**

**Mandatory Employee – does not work**

The University is closed, but mandatory employees are required to work. If the employee is required to work and does not, then the employee may be subject to disciplinary action and must account for work time missed. To account for time, please see “Condition 2, Non-Mandatory Employee – does not work” above.

**Note:**

**If Adverse Weather hours cannot be made-up within the 90 day timeframe and the employee does not have the appropriate vacation leave balance to submit in the leave system, the departmental time administrator will have to submit an overdrawn vacation leave request directly on the employee timesheet with the hours they could not make-up.**

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