

HOW TO REPORT INCLEMENT WEATHER TIME ON WTE TIME SHEET

When the University officially closes for inclement weather employees should report their time as follows:

1. Employees in other than essential services, as determined by supervisor (employees not required to work):

- Employees who are not required to work during an official inclement weather closing should report these hours on their WTE time sheet on the Inclement Weather line. Employees are paid for these inclement weather hours.
- The Human Resource Services Office will send an email to notify employees the exact hours that should be reported for inclement weather when a closing occurs. If the University is closed for an entire day, 7.5 hours should be reported on the inclement weather line. If the University is closed for a partial day, only the applicable inclement weather hours would be recorded on the Inclement Weather line.
- If the official inclement weather closing occurs during the work day, employees must be at work until the closedown officially begins, irrespective of the time of arrival to work in order to receive pay
- Any employees on pre-approved leave should report their leave just as if the closedown did not occur.

2. Employees in essential services, as determined by supervisor (employees required to work):

- Employees who are required to work during an official inclement weather closing should report their scheduled work hours on their WTE time sheet on the Inclement Weather line. **IN ADDITION**, report all hours worked during the official closedown time as Emergency Call Back Hours. Employees will receive their regular pay in addition to time and a half for all hours worked during the official inclement weather closedown.
- The Human Resource Services Office will send an email to notify employees the exact hours that should be reported for inclement weather when a closing occurs.

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