

How do Non-Exempt (Hourly) Staff **Not on a schedule** record Inclement Weather on their Timesheets?

- Non-Exempt Staff who are **not required** to work by their supervisor on Monday February 15, and Tuesday February 16, 2021, should record **“Inclement Weather Non-Exempt”** on these days. This is **not defaulted** into your timesheet. You will need to add the Earn code and enter the hours you would have worked those days.
- Non-Exempt Staff who **are required** to work on these days by their supervisor should add an earn code and record the number of hours worked on these days as **Regular Earnings**. **AND** enter the above Inclement weather hours.
- Only **Regular hours worked** over 40 hours are eligible for overtime or comptime during this week. Inclement Weather hours are not included in the calculation of the 40 hours.

02/07/2021 - 02/20/2021 | 5.50 Hours | In Progress | Submitted O

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
14	15 <i>Inclement Weather Day-No work</i>	16 <i>Inclement Weather Day-No work</i>	17	18	19	20

⊕ Add Earn Code

Earn Code: Inclement Weather Non-Exempt

Start Time: 07:00 AM

End Time: 03:00 PM

Shift: 1

Hours: 8.00

⊕ Add More Time