

How do Non-Exempt (Hourly) Staff on a **schedule** record Inclement Weather on their Timesheets?

- Non-Exempt Staff who are **not required** by their supervisor on Monday February 15, and Tuesday February 16th, should record “Inclement Weather Non-Exempt” on these days. This earn code should be defaulted into the timesheet unless you started your timesheet. If you had already started the timesheet you can remove the reg earn code and enter the Inclement Weather Non-Exempt for the number of hours you were scheduled for these day.
- Non-Exempt Staff who **are required** to work by their supervisor on these days need to add an earn code and record the number of hours worked on this day as Regular Earnings.
- 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.

Example for employees who had not started their timesheet. The hours are defaulted in as **Inclement Weather Non-Exempt** hours.

02/07/2021 - 02/20/2021 | 80.00 Hours

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------|---|---|------------------|------------------|------------------|
| 14 | 15 Inclement Weather Day-No work 8.00 Hours | 16 Inclement Weather Day-No work 8.00 Hours | 17 8.00 Hours | 18 8.00 Hours | 19 8.00 Hours |

Inclement Weather Non-Exempt | Shift 1 | 8.00 Hours

Add More Time

Example for employees who had already started their timesheet.

You can delete the regular earn codes **OR you can restart your timesheet** and the correct earn codes will appear.

02/07/2021 - 02/20/2021 | 80.00 Hours | Pending | Submitted On 02/12/2021, 09:41 PM

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--|--|------------------|------------------|------------------|------------------|
| 14 | 15 Inclement Weather Day-N... 8.00 Hours | 16 Inclement Weather Day-N... 8.00 Hours | 17 8.00 Hours | 18 8.00 Hours | 19 8.00 Hours | 20 8.00 Hours |

Regular Earnings | Shift 1 | 8.00 Hours

Add More Time

Use this icon to delete Regular Earnings Earn code.

Total: 8.00 Hours | Account Distribution