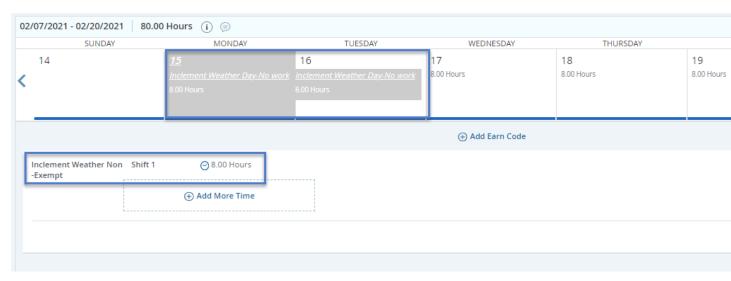
How do Non-Exempt (Hourly) Staff on a schedule record Inclement Weather on their Timesheets?

- 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 calcuation of the 40 hours.

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



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.

