Adverse Weather/Emergency Event
January 2017 - Updated August 2020

1. Before advising employees on time entry, both the employee, the supervisor, and the leave-keeper must know the following:
    a. The exact dates/times of each condition of the event. (Conditions I, II, and III). A communication for employees listing these Conditions, Dates, Times would be helpful.
    b. The work schedule of each essential employees (for conditions II and III)
    c. Whether the supervisor "adjusted" the work schedule, and assigned a different "40 hour work week" for the employee.
    d. Whether any Condition III hours were approved by the System Office, and if so, exactly the dates and hours approved.
    e. The dates time-keeping for each leave interface process cuts off (SMART, EXEMPT, and LAW).

2. First Considerations
    a. Review the UNC System "Adverse Weather and Emergency Event Policy" for SHRA and EHRA employees, https://myapps.northcarolina.edu/hr/employee-relations/adverse-weather-and-emergency-events/.
    b. If approval of Condition III hours is pending, extend the submission and approval dates on PTRCALN, and advise employees to hold off on submitting leave reports until approvals/disapproval is decided. If you are bumping into Payroll Cut-off, coordinate with your HR management and the SSC team to determine the best strategy.
    c. Don't get impatient. If time gets submitted incorrectly and processed incorrectly, it will be extremely difficult to correct, and all corrections will be a manual process and fall squarely on the leave-keeper.

3. For your reference (and ours, if you request our help), complete the following chart to show the actual hours of each Emergency Event Condition.
    a. Employees work different shifts and often the Condition changes mid-shift for some sub-set of employees.
    b. It is also essential to know which day hours are reported for employees whose shift crosses midnight. Does the 9:00pm-6:00am shift report the hours on the day the shift begins, or ends?

Event Hours	10/13	Date: 10/14	Date: 10/15	Continue.
Normal	9:00pm 10/13 6:00am 10/14	6:00am 10/14 12:00n		
Condition I		12:00n – 6:00pm		
Condition II		6:00pm – 6:00am 10/15		
Condition III			6:00am 10/15 6:00am 10/16	

EHRA Exempt Leave Reports (PWPEXMP)

Essential and Non-Essential Employees

<u>Conditions I and II</u>

1. EHRA may use their available accrued leave or use "Adverse Weather Taken" and make the hours up within 90 days. Adverse Weather Dock Pay for EHRA is not authorized.

2. Review your E1, E2, and EN leave report set-ups on PTRECLS, Eligible Earnings tab. In order to use this option, you must make both the WAT, *Adverse Weather/Emergency Event Taken* and WAM, *Adverse Weather/Emergency Event Make-Up,* codes available.

3. If you are making these codes available for the 1st time, remember to communicate with EHRA employees on entering both hours taken and hours made up.

4. In a condition I, employees may continue to work (either at their workplace, or from home if authorized by supervisor). EHRA only have to account for time if they did not work. They must record use of vacation or bonus leave, or Adverse Weather/Emergency Event Taken.

5. In a condition II, employees may not be at the workplace. They may continue to work from another location if authorized by their supervisor, otherwise they must record use of vacation or bonus leave, or Adverse Weather/Emergency Event Taken.

6. Remember, there is no "leave-offsetting" in ExemptTime. All "taken" and "make up" hours will run through payroll.

7. And last, but not least, you will need to monitor your Leave Age report (HGAWLAGE) to be sure the ADWL hours are cleared after 90 days by reducing comp time hours, vacation or bonus hours or deducting the hours from the employee paycheck.

<u>Condition III</u>

1. During the hours that System Office has approved Condition III, hours lost due to the storm will not have to be made-up. There is little to be gained by adding the WOF code to the leave

report. ExemptTime will not process WOF hours. They will only exist on the Leave Report, not in Payroll.

2. "Essential" EHRA are not eligible for ETO for working during the Condition II or Condition III event.

SHRA Exempt Leave Reports (PWPEXMP)

Non Essential Employees (SHRA Exempt)

Conditions I and II

1. SHRA employees are governed by the State Human Resources Act, and follow the Adverse Weather and Emergency Event Policy for SHRA employees.   SHRA Exempts are eligible to use:
   a. WAT, *Adverse Weather/Emergency Event Taken,* and
   b. WAM, *Adverse Weather/Emergency Event Make-Up*.
   c. SHRA exempt employees are also eligible to request WAD, *Adverse Weather Dock Pay*.

   Leave Reports for the SE e-class should show all options (if your University allows all options.)

2. In a condition I, employees may continue to work (either at their workplace, or from home if authorized by supervisor). SHRA Exempt employees only have to account for time if they did not work. They must record use of vacation or bonus leave, or Adverse Weather / Emergency Event Taken, or Adverse Weather Dock Pay.

3. In a condition II, employees may not be at the workplace. They may continue to work from another location if authorized by their supervisor, otherwise they must record use of vacation or bonus leave, Adverse Weather/Emergency Event Taken, or Adverse Weather/Emergency Event Dock Pay.

4. Remember, there is no "leave-offsetting" in ExemptTime. All "taken" and "make up" hours will run through payroll.   Make-Up hours must be entered in code WAM (*Adverse Weather/Emergency Event Make-Up*)

5. And last, but not least, you will need to monitor your Leave Age report to be sure the ADWL hours are cleared after 90 days.

Condition III

1. During the hours that System Office has approved Condition III, hours lost due to the storm will not have to be made-up. There is little to be gained by adding the WOF code to the leave report.

2. ExemptTime will not process WOF hours. They will only exist on the Leave Report, not in Payroll.

3. See next section for SHRA Exempt "Essential" Staff.

Essential Employees (SHRA Exempt)

Conditions I and II

1. Same as SHRA Exempt Non Essential for Condition I.

2. Unlike SHRA non-exempt essential employees. SHRA exempt essential employees who are required to work during Condition II are *NOT* eligible for ETO, however, if your campus allows SHRA Exempt employees to earn compensatory time on an hour-for-hour basis (CTGP), this

group may enter the hours they worked during the Condition II, but only hours ***outside*** their regular schedule, in the "Comp Time Earned 1.0" section of the leave report. ExemptTime crosswalks these hours to the CTEX bucket.

<u>Condition III</u>

1. Essential SHRA Exempt Employees who are required to work during Condition III should follow the same rules as for Condition II above. They are not eligible for ETO hours.

SHRA Non-Exempt Leave Reports (PWPSMRT)

Non Essential Employees (SHRA non-exempt)

Condition I

1. SHRA non-Exempt (SN) employees are governed by the State Human Resources Act, and follow the *Adverse Weather and Emergency Event Policy* for SHRA employees. During a Condition I, the university is open and employees generally continue to work from their usual workplace.

2. In the event an SHRA non-exempt employee is not safely able to travel to/from work, she/he may use accrued CompTime, Vacation, or Bonus Leave, alternatively, he/she may request to use WAT (*AdverseWeather/Emergency Event Taken*) or WAD (*Adverse Weather Dock Pay*). Leave Reports for the SN e-class should show both options. (Remember, Negative Adverse Weather hours are cleared when the non-exempt employees shows "Extra Hours Worked" on the leave report. The WAM, *Adverse Weather/Emergency Event Make-Up,* code is not displayed on the SN Leave Report.

3. If the supervisor approves "Work from Home," actual hours worked should be entered in "Regular Hours Worked." Otherwise Condition I hours taken should be shown in either a "Taken" field: Comp Time Taken, Vacation or Bonus Leave Taken, Adverse Weather/Emergency Leave Taken, or Adverse Weather/Emerg Event Dock Pay.

Condition II

1. During Condition II, the University is closed and non-essential employees are not permitted to be on campus.
    a. If the supervisor approves "work from home" hours actually worked should be entered in "Regular Hours Worked."
    b. Hours in the employee's regular schedule that were not "worked" must be accounted for using Accrued CompTime, Vacation or Bonus Leave, Adverse Weather-Emergency Event Hours Taken (WAT), or Adverse Weather/Emergency Event Hours Dock Pay (WAD).
    c. When the employee later works to make up Adverse Weather/Emergency Event Hours Taken, the hours should be entered in "Extra Hours Worked." SmartTime Business rules will first use any extra hours work to offset leave taken during the same work-week, and cross-walk any remaining extra hours to offset negatives in the ADWL leave bucket.

Condition III

1. During the hours that the System Office has approved Condition III, hours lost due to the storm do not have to be made-up. Condition III hours that fell within the employee's regular schedule should be accounted for in the "Emergency Event Hours" (WOF) block of the leave report. See next section for SHRA non-Exempt "Essential" Employees.

Essential Employees (SHRN non-exempt)

Condition I

1. SHRA employees are governed by the State Human Resources Act, and follow the *Adverse Weather and Emergency Event Policy* for SHRA employees for how time should be handled. SHRA essential non-exempt employees are expected to be available to work during all Adverse Weather/Emergency Closing Events.
   a. Hours worked during Condition I should be shown in "Regular Hours Worked" for the employee's regular schedule.
   b. Hours worked outside the regular schedule should be shown as "Extra Hours Worked."
   c. Essential Employees excused from work by their supervisor should account for hours in their schedule same as non-essential non-exempt SHRA employees.

Condition II

1. Essential SHRA non-exempt employees who are not required to work during Condition II should follow the same rules as for Condition I above. Those who are required to work should complete their time and leave report as follows:
   a. Hours that fall within the Condition II boundaries should be entered in WOF, *Emergency Event Hours*. Note: Only non-exempt essential employees who are **_required_** to work should enter hours in this row for a Condition II.
   b. Total hours that were worked during the Condition II for that day should be entered in the WUC, *Emergency Event Hours Worked*, row.
   c. SmartTime will do the following:
      i. Add the WOF (Emergency Event Hours) to Regular Hours worked, and hours "Taken" for the work week to determine if the employee has accounted for the 40 hours paid via default.
      ii. Cross-walk ALL hours entered in "Emergency Event Hours Worked" to the CTUC comp time bucket.
         Note: These hours are "use or lose" within 12 months. They must be used after all other compensatory time hours. The standard model cascades are set up to use comp time in the correct order. You will need to use the Leave Age report (HGAWLAGE) to determine when the hours have "aged out" and will need to be deducted from the CTUC balance.
      iii. Determine if the WUC (Emergency Event Hours Worked) exceed the WOF (Emergency Event Hours) for the Day. If they exceed, the excess hours will be added to any other "Extra" hours for the week and first used for leave-offsetting, and if hours remain, will go through the FLSA calculation for straight time-time and a half, then they will be cross-walked to the appropriate comp-time bucket, or if the Supervisor Use code for that week is 99, they will be paid in the designated Payroll.

Condition III

1. Essential SHRA non-Exempt Employees who are not required to work should enter hours designated as Condition III that fell within their usual shift in the WOF (Emergency Event Hours) block same as non-essential employees.

2. Essential SHRA non-Exempt Employees who are **REQUIRED** to work should follow the same format for hours' entry that is shown above for Condition II.

PWPSMRT Reporting and Processing Condition II or III Hours for Essential Employees Required to Work

1. Entering hours correctly is crucial for correct compensation:
   a. Essential employees enter only the hours in their regular shift that they are assigned to work (and actually working) during the hours that "Condition II or Condition III" are in effect in WOF, *Emergency Event Hours*.
   i. Example: The employee reported to work at 8:00am on Friday when the University was at Condition l. An official change to Condition II was made at noon. The essential employee would enter 4 hours in WRG – Regular Hours Worked and 4 hours in WOF, *Emergency Event Hours*.
   b. The employee enters ALL Emergency Event hours worked in WUC – Emergency Event Hours Worked. If the employee in the example worked until 5:00 pm, he would additionally enter 4 hours in code WUC. If he was required to work until 8:00pm, he would enter 7 hours in WUC.
   c. The hours 3 hours between 5:00pm and 7:00pm would not be entered in WXH-Extra Hours Worked.

2. This is how PWPSMRT handles the hours
   a. When it does the Regular Hours Check, it combines the 4 hours in WRG for the day along with the 4 hours WOF to account for Regular Hours. If the employee had entered 8 hours of Regular Hours Worked on Monday – Thursday this week, SMART would have found 40 hours to satisfy the regular hours check. If 40 x FTE were not found, it would give the SHORT or OVER message, and a timesheet correction would be required.

      Remember, SHORT hours crosswalk to the CVC cascade and deduct from accrued Comp Time, Vacation, Bonus, Special Leave, or DOCK pay. OVER hours do not process. A correction to the timesheet is required.
   b. Next it would find the 7 hours in WUC and cross-walk them to code 237 which adds them to the CTUC bucket at .50.
   c. Next it would determine if the employee had worked more than the 40 hours he was compensated for in his regular default pay:
   i. It would compare the hours in codes WOF and WUC.

ii. If WUC is greater than WOF, the difference (three hours in our example) would be added to other extra hours worked in the cycle and processed through the FLSA calculation to determine whether the hours should be compensated at 1.0 or 1.5.

iii. Before it commits to either Comp-Time or Pay, it checks the ADWL bucket for negative hours. If ADWL holds negative hours, the extra hours for this period will be used to clear the Adverse Weather Negatives (cross-walked to code 235 – Adverse Weather Make-Up).

iv. Remaining hours will be paid or cross-walked to CTGP or CTOT based on the Supervisor Use Code.

LEO non-Exempt Leave Reports (PWPLAWT)

Essential Employees (All LEO are deemed Essential)

Condition I

1. LEO employees are governed by the State Human Resources Act, and follow the *Adverse Weather and Emergency Event Policy* for SHRA employees for how time should be handled. LEO exempt and non-exempt employees are expected to be available to work during all Adverse Weather/Emergency Closing Events.
   a. Hours worked during Condition I should be shown in "Regular Hours Worked" for the employee's regular schedule.
   b. Hours worked outside the regular schedule should be shown as "Extra Hours Worked."
   c. Essential LEO Employees excused from work by their supervisor should account for hours in their schedule same as non-essential non-exempt SHRA employees.
   d. There is no ETO for hours worked during a Condition I event.

Condition II

1. Essential LEO non-exempt employees who are not required to work during Condition II should follow the same rules as for Condition I above. Those who are required to work should complete their time and leave report as follows:
   a. Hours that fall within the Condition II boundaries should be entered in WOF, *Emergency Event Hours*. (Note: Only non-exempt essential employees who are **required** to work should enter hours in this row for a Condition II.)
   b. Total hours that were worked during the Condition II for that day should be entered in the "Emergency Event Hours Worked" (WUC) row.
   c. LawTime will do the following:
      i. Add the WOF (Emergency Event Hours) to Regular Hours worked, and hours "Taken" for the work cycle to determine if the employee has account for the 160 hours paid via default.
      ii. Cross-walk ALL hours entered in "Emergency Event Hours Worked" (WUC) to the CTUC comp time bucket for non-exempt LEO only. (Note: These hours are "use or lose" within 12 months. They must be used after all other compensatory time hours. The cascades are set up to use comp time in the correct order. You will need to use the Leave Age report (HGAWLAGE) to determine when the hours have "aged out" and will need to be deducted from the CTUC balance.
      iii. Determine if the WUC (Emergency Event Hours Worked) exceed the WOF (Emergency Event Hours) for the Day. If they exceed, the excess hours will be added to any other "Extra" hours for the week and first used for leave-offsetting, and if hours remain for non-Exempt LEO, will go through the FLSA calculation for straight time-time and a half, then they will be cross-walked to the appropriate comp-time bucket, or if the Supervisor Use code for that

period is 99 or 77, they will be paid in the designated Payroll. For Exempt LEO, hours will be cross walked directly to the CTGP bucket.

Condition III
1. Essential LEO non-Exempt Employees who are not required to work should enter hours designated as Condition III that fell within their usual shift in the WOF (Emergency Event Hours) block.
2. Essential LEO non-Exempt Employees who are **REQUIRED** to work should follow the same format for hours entry that is shown for Condition II above.
3. Essential LEO Exempt Officers should enter hours the same as non-exempt. LawTime will apply the business rules for compensation.

PWPLAWT Reporting and Processing Condition II or III Hours for Essential Employees Required to Work
1. Entering hours correctly is crucial for correct compensation
   a. Essential officers enter only the hours in their regular shift that they are assigned to work (and actually working) during the hours that "Condition II or Condition III" are in effect in WOF (Emergency Event Hours).
   i. Example: The officer reported to work at 7:00am on Friday for a 12 hour shift when the University was at Condition l. An official change to Condition II was made at noon. The essential officer would enter 5 hours in WRG – Regular Hours Worked and 7 hours in WOF, *Emergency Event Hours,* to complete his normal 12 hour shift.
   b. The employee enters ALL hours worked during the Emergency Event in WUC – Emergency Event Hours Worked. If the employee in the example worked until 7:00 pm, he would additionally enter 7 hours in code WUC. If he was required to work until 9:00pm, he would enter 9 hours in WUC.
   c. The 2 hours between 7:00pm and 9:00pm would not be entered in WXH-Extra Hours Worked.

2. This is how PWPLAWT handles the hours
   a. When it does the Regular Hours Check, it is looking to find 160 hours in Regular Hours Worked, Paid Holiday, Accrued Leave or Comp-Time Taken, or Emergency Event Hours. If 160 x FTE were not found, it would give the SHORT or OVER message. Unlike the same message on PWPSMRT, SHORT or OVER hours will not crosswalk. These time sheets require extra scrutiny for correctness.
   b. Next (using our example, let's say the employee worked until 9:00 PM), it would find the hours in WUC and cross-walk them to code 237, *Emergency Event Hours Earned,* which adds them to the CTUC bucket at .50.
   c. Next it would determine if the officer had worked more than the 160 hours he was compensated for in his regular default pay:
   i. It would compare the hours in codes WOF and WUC.

ii.   If WUC is greater than WOF, the difference (three hours in our example) would be added to other extra hours worked in the 28 day cycle and processed through the FLSA calculation to determine whether the hours should be compensated at 1.0 or 1.5.

iii.   Before it commits to either Comp-Time or Pay, it checks the ADWL bucket for negative hours. If ADWL holds negative hours, the extra hours for this period will be used to clear the Adverse Weather Negatives by cross walking to code 235 – Adverse Weather Make-Up).

iv.   Remaining hours will be paid or cross-walked to CTGP or CTOT based on the Supervisor Use Code.