

TIM Adverse Weather Changes Effective January 1, 2016

- **Condition I- No** Adverse Weather pay codes will be used in TIM to account for hours not worked during Adverse Weather **Condition I**. Employees will use their own leave when not reporting to work during Condition I.

Accounting for hours during Condition I-

- If hours were worked during Condition I, record those hours in TIM. Do not add any Adverse Weather pay codes.
 - If approved by the supervisor, the employee may work additional hours that week to make up for the hours missed
 - Record leave taken hours in TIM.
 - Otherwise, the employee will need to take a Dock in Pay- for SPA Non-Exempt employees, they will not enter anything in TIM for the hours missed and will not be paid for those hours. For SPA Exempt employees, a Dock in Pay action in ConnectCarolina via the Lump Sum ePAR must be processed. Please contact ConnectCarolina for assistance.
- **Condition II-** Non-mandatory employees must not report during Condition II and must use leave if they do not work. The updated policy allows for the option to charge Adverse Weather owed hours (also called 'make-up' time) for work missed during Adverse Weather Condition II only. Therefore, the 'Adverse Weather Cond II Owed' pay code has been added to TIM. Units and departments are responsible for determining whether time not worked during Condition II may be coded as owed hours. Owed hours must be paid back within 90 calendar days.

Accounting for missed work during Condition II-

- Employees who are already out on approved leave will record the approved leave taken hours in TIM
- If approved by the supervisor, the employee may work additional hours that week to make up for the hours missed

- Compensatory time, if available, must be recorded first.
 - Then, record leave taken hours or *if approved, select the 'Adverse Weather Cond II Owed' pay code and enter the hours in the employee's timecard in TIM.* The employee will be paid for those hours and the hours will appear as a negative amount in Adverse Weather Cond II Owed in the Accruals tab of the timecard. Managers temporarily have access to this pay code in TIM.
 - Otherwise, the employee will need to take a Dock in Pay- for SPA Non-Exempt employees, they will not enter anything in TIM for the hours missed and will not be paid for those hours. For SPA Exempt employees, a Dock in Pay action in ConnectCarolina via the Lump Sum ePAR must be processed. Please contact ConnectCarolina for assistance.
- **Condition II & III-** SPA Non-Exempt Severe Weather Essential employees required to work during either Condition II or III will receive Adverse Weather ETO hours for each hour worked. The 'Adverse Weather III ETO ER Emp' pay code should be used in TIM during Condition II or Condition III for this purpose.
 - Hours worked by a designated SPA Non-Exempt severe weather essential employee during the Adverse Weather Condition II or III timeframe should be recorded normally.
 - Then, *select the 'Adverse Weather III ETO ER Emp' pay code and enter the amount of hours worked during the Condition II or III timeframes only in the timecard in TIM.* This will ensure the severe weather essential employee is granted Adverse Weather ETO hours in the accruals tab in TIM. This pay code will NOT pay the employee for hours worked. Managers temporarily have access to this pay code in TIM.
 - 'Severe Weather Essential' must be indicated on the SPA Non-Exempt employee's record in ConnectCarolina in order to receive Adverse Weather ETO hours in TIM.
 - SPA Exempt severe weather essential employees are no longer eligible for Adverse Weather ETO according to the updated policy.

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| <ul style="list-style-type: none"> • Refer to the Adverse Weather policy on the HR website, http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/leave-and-holidays/ • Contact the HR department directly with any policy-related questions. |
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Adverse Weather Pay Codes in TIM

Adverse Weather Cond II Owed- If allowed, an employee may be granted leave hours during an Adverse Weather Condition II. The hours must be paid back within 90 days. Adds amount to Adverse Weather Cond II Owed accrual balance. Managers temporarily have access to this pay code in TIM.

Adverse Weather Cond II Paybk- Regular hours are moved to this pay code in the timecard in TIM. Adds hours into the Adverse Weather Repaid accrual and one day later, the hours move into Adverse Weather Expired accrual in TIM.

Adverse Weather Paybk-AW ETO- Used to payback Adverse Weather amount owed. Deducts amount from Adverse Weather ETO balance

Adverse Weather Paybk-Award PTO- Used to payback Adverse Weather amount owed. Deducts amount from Awarded PTO balance

Adverse Weather Paybk-Bonus- Used to payback Adverse Weather amount owed. Deducts amount from Bonus balance

Adverse Weather Paybk-Comp Time- Used to payback Adverse Weather amount owed. Deducts amount from Compensatory Time balance

Adverse Weather Paybk-HOL ETO- Used to payback Adverse Weather amount owed. Deducts amount from Holiday ETO balance

Adverse Weather Paybk-OCTO- Used to payback Adverse Weather amount owed. Deducts amount from On Call Time Off balance

Adverse Weather Paybk-Travel ETO- Used to payback Adverse Weather amount owed. Deducts amount from Travel Time ETO balance

Adverse Weather Paybk-Vacation- Used to payback Adverse Weather amount owed. Deducts amount from Vacation balance

Adverse Weather III ETO ER Emp- SPA Non-Exempt severe weather essential employees required to work during Adverse Weather Condition II or III receive Adverse Weather ETO on an hour-for-hour basis for those hours worked. Adds hours to Adverse Weather ETO accrual balance. Managers temporarily have access to this pay code in TIM.

Adverse Weather ETO Taken- Paid time off on an hour-for-hour basis for all hours worked by SPA Non-Exempt severe weather essential employees during Adverse Weather Condition II or III. Deducts hours from the Adverse Weather ETO accrual balance.

Adverse Weather Condition II Owed, Repaid, and Expired Accruals

Adverse Weather Cond II Owed Accrual

Negative owed amounts appear in the Adverse Weather Owed accrual on the date they are owed and move into the Adverse Weather Expired accrual 90 days after the amount was owed.

- Therefore, the owed balance reflects **all** hours owed within the past 90 days.

Adverse Weather Cond II Repaid Accrual

Paid back hours will move into the Adverse Weather Repaid accrual on the date they are paid back and will move into the Adverse Weather Expired accrual 1 day later.

Adverse Weather Cond II Expired Accrual

The goal is to have a positive amount in the Adverse Weather Expired accrual that is **equal** to the negative amount in the Adverse Weather Owed accrual.

So when the negative Adverse Weather Owed hours move into Expired after 90 days, the Expired balance will then have 0.00 hours.

- When all Adverse Weather hours Owed to date have **not** been repaid, the Expired balance will be a **negative** amount. These hours must be paid back immediately.
- When some hours have been repaid but 90 days have **not** yet passed since the hours were Owed and so those hours have not yet moved to expired, the Expired balance will be a **positive** amount.
- Before any hours are repaid or After all hours Owed to date have moved to Expired and all of those hours have been repaid, the Expired balance will have **0.00 hours**.

Recording Adverse Weather Cond II Owed in TIM

1. Open employee's **timecard**.
2. Click the cell in the **Pay Code** column that corresponds with the date Adverse Weather Owed was taken. Widen the column, if needed.
3. Scroll down and choose **Adverse Weather Cond II Owed**.

TIMECARD

Last Saved: 4:11PM

Name & ID

Time Period

Save | Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾

	Date	Pay Code	Amount	
<input checked="" type="checkbox"/>	Sun 1/10			
<input checked="" type="checkbox"/>	Mon 1/11			8:12AM
<input checked="" type="checkbox"/>	Tue 1/12			8:02AM
<input checked="" type="checkbox"/>	Wed 1/13			8:14AM
<input checked="" type="checkbox"/>	Thu 1/14			8:10AM
<input checked="" type="checkbox"/>	Fri 1/15			8:03AM
<input checked="" type="checkbox"/>	Sat 1/16			
<input checked="" type="checkbox"/>	Sun 1/17			
<input type="checkbox"/>	Mon 1/18	MARTIN LUTHER KING JR DAY 2016	8.0	
<input checked="" type="checkbox"/>	Tue 1/19			8:03AM
<input checked="" type="checkbox"/>	Wed 1/20			8:30AM
<input checked="" type="checkbox"/>	Thu 1/21			8:03AM
<input checked="" type="checkbox"/>	Fri 1/22	Adverse Weather Cond II Owed	8.0	
<input checked="" type="checkbox"/>	Sat 1/23			
<input checked="" type="checkbox"/>	Sun 1/24			
<input checked="" type="checkbox"/>	Mon 1/25			

TOTALS & SCHEDULE | **ACCRUALS** | **AUDITS**

Accrual Profile Test SPA NEX

Accrual Code	Balance on Selected Date	
Adverse Weather Cond II Expired	0.0	Hour
Adverse Weather Cond II Owed	-8.0	Hour
Adverse Weather Cond II Repaid	0.0	Hour

4. In the amount column, type the number of Adverse Weather **hours** taken due to adverse weather.
5. Click **Save**.

Paying Back Adverse Weather Owed - Using Leave Hours (TIM Administrators)

Pay codes used to pay back Adverse Weather from a leave balance are:

- Adverse Weather Paybk AW ETO
- Adverse Weather Paybk-Award PTO
- Adverse Weather Paybk-Bonus
- Adverse Weather Paybk-Comp Time
- Adverse Weather Paybk-HOL ETO
- Adverse Weather Paybk-OCTO
- Adverse Weather Paybk-Travel ETO
- Adverse Weather Paybk-Vacation

Do NOT move hours between accruals in TIM. The payback pay code and hours must be entered in the timecard.

1. Select **Adverse Weather Paybk**-‘accrual’, like Vacation, from the Pay Code drop down list.
2. Enter the **Amount** of hours to pay back.



The screenshot shows the KRONOS TIMECARD interface. At the top, there are navigation tabs for 'GENERAL', 'MY GENIES@', and 'TIMEKEEP'. Below this, there are links for 'Timecard', 'Schedule', 'People', and 'Reports'. The main section is titled 'TIMECARD' and includes 'Last Saved: 4:59PM' and 'Name & ID' and 'Time Period' fields. A table is displayed with the following columns: 'Date', 'Pay Code', and 'Amount'. The table contains the following data:

	Date	Pay Code	Amount
X	Mon 8/03	Vacation	8.0
X	Tue 8/04		
X	Wed 8/05		
X	Thu 8/06		
X	Fri 8/07	Adverse Weather Paybk-Vacation	3.3
X	Fri 8/07		
X	Sat 8/08		

3. Click **Save**.
4. Review the **Accruals tab** on the effective date to view the amount repaid.

TOTALS & SCHEDULE	ACCRUALS	AUDITS	MOVED AMOUNTS
Accrual Profile SPA NEX			
Accrual Code	Balance on Selected Date		
Adverse Weather Cond II Expired	-8.0		Hour
Adverse Weather Cond II Owed	0.0		Hour
Adverse Weather Cond II Repaid	8.0		Hour

Using Adverse Weather Paybk-Vacation reduces Vacation bank and increases Adverse Weather Repaid.

5. Now review the **Accruals tab** one day after the effective date. The repaid hours appear in the Expired accrual one day after the effective date.

The balances are now:

TOTALS & SCHEDULE	ACCRUALS	AUDITS	MOVED AMOUNTS
Accrual Profile SPA NEX			
Accrual Code	Balance on Selected Date		
Adverse Weather Cond II Expired	0.0		Hour
Adverse Weather Cond II Owed	0.0		Hour
Adverse Weather Cond II Repaid	0.0		Hour

Adverse Weather Expired = -8
 Adverse Weather Repaid = 8
 Net sum = 0 hours owed

Paying Back Adverse Weather Owed- Moving Regular Hours

Refer to the HR Adverse Weather policy for information about when to move regular hours to pay back Adverse Weather Owed. Please contact the HR department directly with any policy-related questions.

Review the hours worked in the Totals and Schedules Tab.

The screenshot shows the Kronos Timecard interface. The top navigation bar includes 'GENERAL', 'MY GENIES', 'TIMEKEEPING', and 'SCHEDULING'. The 'TIMECARD' section shows a 'Last Saved: 3:57PM' and a 'Time Period' set to 'Next Pay Period'. Below this is a table with columns for Date, Pay Code, Amount, and In. The table shows a 'Vacation' entry for 8.0 hours on Mon 8/03. The 'In' column shows start times for subsequent days: 7:32AM for Tue 8/04, and 8:30AM for Wed 8/05, Thu 8/06, and Fri 8/07. Below the Timecard is the 'TOTALS & SCHEDULE' tab, which shows a table with columns for Account, Pay Code, and Amount. The table shows a 'Regular' entry for 36.7 hours and a 'Vacation' entry for 8.0 hours. A red box highlights the '7:32AM' start time for Tue 8/04 in the Timecard table, and a pink box highlights the 'Regular' and 'Vacation' rows in the Totals & Schedule table.

36.7 Regular Hours plus the 8 hours Vacation is a total of 44.7 hours. The employee can use 4.7 hours worked to repay Adverse Weather Owed.

1. Right click on the **Regular** hours in the Totals & Schedule tab.

The screenshot shows the 'TOTALS & SCHEDULE' tab in the Kronos interface. The table has columns for Account, Pay Code, and Amount. The 'Regular' row is selected, and a right-click context menu is open over it, showing a 'Move...' option. The 'Vacation' row is also visible below it.

2. Click .
3. Select **Adverse Weather Cond II Paybk** pay code
4. Enter the **Amount** of additional hours worked or the amount of hours to be docked. (Must be positive number)

5. Select **Effective Date** from pull down calendar. This should be the last day of the week in which the employee worked the extra hours or that the hours should be docked.

Amount must be positive.

6. Add a comment and detailed note (Optional)
7. Click **Save**.
8. Review the **Moved Amounts tab** to see a record of the move.

TOTALS & SCHEDULE		ACCRUALS	AUDITS	MOVED AMOUNTS				
Effective Date	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments	Note	
8/07/2009	...00/000000/000000/0036075		Regular	Adverse Weather Cond II Paybk	4.7	Weather Event	Flooding due to Rain [curtisk; ...	

9. Review the **Accruals tab** on the effective date to view the amount repaid.

TOTALS & SCHEDULE		ACCRUALS	AUDITS	MOVED AMOUNTS
Accrual Profile SPA NEX				
Accrual Code		Balance on Selected Date	Units	
Adverse Weather Cond II Expired		-8.0		
Adverse Weather Cond II Owed		0.0		
Adverse Weather Cond II Repaid		4.7		

10. Now review the **Accruals tab** one day after the effective date. The repaid hours do not appear in the Expired accrual until one day after the effective date.

TOTALS & SCHEDULE		ACCRUALS	AUDITS	MOVED AMOUNT
Accrual Profile SPA NEX				
Accrual Code		Balance on Selected Date		
Adverse Weather Cond II Expired	-3.3			Hour
Adverse Weather Cond II Owed	0.0			Hour
Adverse Weather Cond II Repaid	0.0			Hour

☐ The employee owed 8 hours and repaid 4.7. The new expired balance is -3.3. The employee must pay back 3.3 hours by March 31, 2015.