

Adverse Weather Changes in TIM, Effective January 1, 2015

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Adverse Weather Owed Changes Starting January 1, 2015

- Per the new HR policy, employees cannot charge Adverse Weather hours owed after December 31, 2014.
- Therefore, the 'Adverse Weather Cond I-II Open' pay code has been removed from TIM.
- Starting January 1, 2015, Adverse Weather pay codes will NOT be used in TIM to account for new Adverse Weather hours. Accounting for missed work-
 - Code available paid time off (Comp Time, Holiday ETO, etc.)
 - If approved by the supervisor, the employee may work additional hours that week to make up for the hours missed or the employee will code Vacation or Bonus hours in TIM
 - If there is not sufficient Vacation or Bonus, the supervisor may choose to advance Vacation leave to the employee.
 - 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.

Adverse Weather Payback, January 1, 2015 – March 31, 2015

- Per the new HR policy, all previous Adverse Weather Owed hours must be paid back by March 31, 2015.
- To assist with identifying the hours owed in TIM, all negative Adverse Weather Owed balances have been imported into the Adverse Weather Expired accrual on January 1, 2015. The Adverse Weather Expired accrual now shows the total amount of hours owed as a negative amount. As hours are paid back, the negative balance will get smaller. The Adverse Weather Expired accrual balance must be 0.00 hours by March 31, 2015.

- For example, an employee had -10 hours of Adverse Weather Owed and has paid back +8 hours in Adverse Weather Expired as of January 1st. The Adverse Weather Owed hours (-10) were imported into the Adverse Weather Expired balance (+8), so the Expired balance on January 1, 2015 is -2 hours. That is the amount that the employee must repay by March 31, 2015.
- The 'Adverse Weather Owed' accrual has been removed from appearing in the accrual tab in the timecard on January 1, 2015. This is because the Owed hours are now in the Adverse Weather Expired accrual and no future amounts of Adverse Weather may be owed. Please note that the accrual and all previous transactions will still appear when you run an Accrual Detail report.

Finding Active Employees with Negative Expired Balances

1. Open the "Accrual Reporting Period" Genie under the Timekeeping tab and click on the "Type" column header to sort by accrual type. Do not modify what appears in the Show and Time Period fields. Look for the 'Adverse Weather Expired' accrual.
2. Review the 'Available Balance' column to identify negative Adverse Weather Expired balances that must be paid back by March 31, 2015. You should make those employees aware of their negative balance and the payback deadline, March 31, 2015.
 - If there are any concerns regarding the negative balance, you will need to run an accrual detail report with a Range of Dates from **6/29/07 – 1/1/15** and review the Adverse Weather accruals. You may also need to review actions made previously in TIM. If you find incorrect entries, you will need to follow the instructions below for when an employee has a positive balance. **Note-** Do not review the Adverse Weather Owed balance after 1/1/15. The Owed balance was moved into Expired on 1/1/15 and therefore should not be used after that date.

3. An employee with a 0.00 Adverse Weather Expired balance indicates that all hours owed have been paid back.
4. An employee with a positive expired balance indicates that actions were made in the past in TIM incorrectly.
 - You must run an accrual detail report with a Range of Dates from 6/29/07 – 1/1/15 and review the Adverse Weather accruals. You may also need to review actions made previously in TIM. If you find incorrect entries, you will need to follow the instructions below for when an employee has a positive balance. **Note-** Do not review the Adverse Weather Owed balance after 1/1/15. The Owed balance was moved into Expired on 1/1/15 and therefore should not be used after that date.
 - Add together all of the adverse weather hours owed by the employee since 6/29/07 to 12/31/14 and add together all of the properly paid back adverse weather repaid hours. Finally, subtract the repaid total from the owed total to determine if the employee currently owes any Adverse Weather.
 - If the employee owes Adverse Weather, email timsupport@unc.edu the employee's name, PID, the total amount of Adverse Weather hours owed as of the current pay period, and a brief explanation of what caused the balance to be incorrect.
 - Contact the employee to make them aware of the negative balance and the payback deadline, March 31, 2015.

- For more detailed information refer to-
 - The 'Using the Accrual Reporting Period Genie' section in the TIM Administrator Manual Part 1 and the 'Accrual Reporting Period Genie' Snippet, http://finance.unc.edu/training/#tim_mgr_ta
 - The 'Generate and Print Reports' section in the TIM Administrator Manual Part 1 and the 'Reports' Snippet, http://finance.unc.edu/training/#tim_mgr_ta

Paying Back Previous Adverse Weather Owed

(Adverse Weather Hours Owed before January 1, 2015)

Important Reminders

- Do **NOT** Move hours between accrual balances in TIM. Previous Adverse Weather Owed must be paid back by one of the methods below.
- Starting January 1, 2015, Adverse Weather pay codes will **NOT** be used in TIM to account for new Adverse Weather hours. Please refer to the HR policy or Page 2 of this document for employee's options for new Adverse Weather hours.

Payback Options for Previous Adverse Weather Owed

(Adverse Weather Hours Owed before January 1, 2015)

- **Leave payback**- Select one of the 'Adverse Weather Paybk-'accrual' pay codes and enter an amount of hours directly in the timecard. This action will remove the hours from the leave accrual balance and add them to the Adverse Weather Expired accrual.
- **Hours Worked**- In a week with leave taken or a holiday, move additional Regular hours worked to the 'Adverse Weather Cond I-II Paybk' pay code. This action removes the additional regular hours from the timecard and puts them in the Adverse Weather Expired balance.
- **Dock in Pay**-
 - SPA Non-Exempt- Move Regular hours worked to the 'Adverse Weather Cond I-II Paybk' pay code. This action removes those regular hours from the timecard and puts them in the Adverse Weather Expired balance.
 - SPA Exempt Employees- A Dock in Pay action in ConnectCarolina via the Lump Sum ePAR will need to be processed. Then, you will enter a REG ADJ historical edit in TIM and check the Include in Totals for Effective Date box for the amount of hours that were docked. Then, move the REG ADJ hours to the 'Adverse Weather Cond I-II Paybk' pay code in TIM. This action removes the REG ADJ hours from the timecard and puts them in the Adverse Weather Expired balance.

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

(Adverse Weather Hours Owed before January 1, 2015)

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

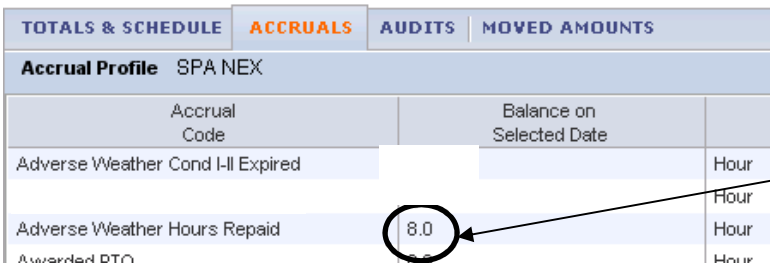
- Adverse Weather Paybk AW ETO
- Adverse Weather Paybk-Award PTO
- Adverse Weather Paybk-Bonus
- Adverse Weather Paybk-Comp Time
- Adverse Weather Paybk-HOL ETO
- Adverse Weather Paybk-OCTO
- Adverse Weather Paybk-Travel ETO
- Adverse Weather Paybk-Vacation

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



	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.



Accrual Code	Balance on Selected Date	Hour
Adverse Weather Cond I-II Expired		Hour
Adverse Weather Hours Repaid	8.0	Hour
Awarded PTO		Hour

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 I-II Expired	0.0		Hour
			Hour
Adverse Weather Hours Repaid	0.0		Hour
Awarded PTO	0.0		Hour

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

Paying Back Previous Adverse Weather- Moving Regular Hours

(Adverse Weather Hours Owed before January 1, 2015)

The same procedure, 'Moving Regular Hours' is used in TIM to pay back previous Adverse Weather owed with additional hours worked in a qualifying week for SPA Non-Exempt or Exempt employees or to dock hours from a SPA Non-Exempt employee.

In order to repay previous Adverse Weather and receive 40 hours pay for the week, a SPA Non-Exempt employee must have leave taken, such as Vacation, or a week with a Holiday where the hours worked in excess of 40 are paid at straight time. The hours worked should be entered in the SPA Non-Exempt or Exempt timecard normally on the date worked.

A SPA non-exempt employee cannot use hours worked in excess of 40 in a regular work week to make up adverse weather time because that would put them in an overtime situation.

1. Review the hours worked in the Totals and Schedules Tab.

The screenshot shows the Kronos Timecard interface. At the top, there are navigation tabs: GENERAL, MY GENIES@, TIMEKEEPING, and SCHEDULING. Below these, there are links for timecard, Schedule, and Reports. The main section is titled 'TIMECARD' and shows the employee's name and ID as 'Baron, Laura K' with ID '705422152'. The time period is set to 'Next Pay Period'. Below this is a table with columns for Date, Pay Code, Amount, and In. The table shows a row for 'Vacation' on Mon 8/03 with an amount of 8.0. Other rows show dates from Tue 8/04 to Tue 8/11 with 'In' times starting at 7:32AM on Tue 8/04 and 8:30AM on other days. Below the timecard is a 'TOTALS & SCHEDULE' tab with sub-tabs for ACCRUALS and AUDITS. A table shows the summary of hours: Regular (36.7) and Vacation (8.0). The Regular and Vacation rows are highlighted with a red box.

Date	Pay Code	Amount	In
Mon 8/03	Vacation	8.0	
Tue 8/04			7:32AM
Wed 8/05			8:30AM
Thu 8/06			8:30AM
Fri 8/07			8:30AM
Sat 8/08			
Sun 8/09			
Mon 8/10			
Tue 8/11			

Account	Pay Code	Amount	Date
...004236/700819896/000/000000/000000/0036075	Regular	36.7	Mon 8/03
...004236/700819896/000/000000/000000/0036075	Vacation	8.0	Tue 8/04

36.7 Regular Hours plus the 8 hours Vacation is a total of 44.7 hours. All of the hours will be paid at Regular Time so the employee can use 4.7 hours worked to repay Adverse Weather Owed.

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

TOTALS & SCHEDULE		ACCRUALS	AUDITS
All			
Account	Pay Code	Amount	
.../004236/700819896/000/000000/000000/0036075	Regular	36.7	
.../004236/700819896/000/000000/000000/0036075	Vacation	8.0	

Move...

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

Move Amount

From

Pay Code: Regular

Amount (HH.hh): 36.7

Transfer: ;000000001/004236/700819896/000/000000/000000/0036075

To

Pay Code *: Adverse Weather Cond I-II Paybk

Amount (HH.hh) *: 4.7

Effective Date *: 8/07/2009

Transfer: [Dropdown]

Comments →

OK Cancel Help

Amount must be positive.

- Add a comment (Optional)
- Click **Save**.
- 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 I-II Paybk	4.7	Weather Event	Flooding due to Rain [curtisk; ...

- 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 I-...	-8.0		Hour	
Adverse Weather Hours	4.7		Hour	
Awarded PTO	0.0		Hour	

11. 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 AMOUNTS
Accrual Profile SPA NEX				
Accrual Code		Balance on Selected Date	Units	
Adverse Weather Cond I-...			Hour	
Adverse Weather Hours ...	0.0		Hour	
Awarded PTO	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.