

Adverse Weather in TIM, January 2017

Adverse Weather Conditions Declared in Biweekly 15 (1/9/17 – 1/22/17)

Adverse Weather Condition 2 – was in effect from 12:00 a.m. Mon., 1/9 until 5:00 p.m. Tues., 1/10.

Adverse Weather Condition 1 - was in effect from 5:00 p.m. Tues. 1/10 until normal operations on Wed., 1/11

Accounting for Hours Worked by SHRA Non-Exempt ‘Severe Weather Essential’ Employees during Condition 2 (*Condition 2 was also in effect in Biweekly 14 starting at 9:00 p.m. on Sunday, 1/8. These 3 hours should be taken into account if a severe weather essential employee worked over the day divide and the majority of hours fell on Monday, 1/9.*)

- Hours worked by a designated SHRA Non-Exempt severe weather essential employee during the Adverse Weather Condition 2 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 2 timeframe only (9:00 p.m. on Sunday, Jan. 8 to 5:00 p.m. on Tuesday, Jan. 10) 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 SHRA Non-Exempt employee’s record in ConnectCarolina in order to receive Adverse Weather ETO hours in TIM.
- SHRA Exempt severe weather essential employees are not eligible for Adverse Weather ETO.

Accounting for Missed Work during Condition 1

- **No** Adverse Weather pay codes are used in TIM to account for hours worked or not worked during Adverse Weather Condition 1. Employees will use their own leave when not reporting to work during Condition 1

Accounting for Missed Work during Condition 2-

- Employees who are already out on approved leave will record the approved leave taken hours.
- If approved by the supervisor, the employee may work off-site during Condition 2 or work additional hours that week to make up for the hours missed.
- For missed work, Compensatory time, if available, must be recorded first.
- Record Leave taken hours in the timecard. Only if approved, you may select the ‘Adverse Weather Cond II Owed’ pay code and enter the missed hours during Condition 2. 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. Owed hours must be paid back within 90 days from the date it is owed. Managers temporarily have access to this pay code in TIM.

- Otherwise, the employee will need to take a Dock in Pay- for SHRA Non-Exempt employees, they will not enter anything in TIM for the hours missed and will not be paid for those hours. For SHRA Exempt employees, a Dock in Pay action in ConnectCarolina via the Lump Sum ePAR must be processed. Please contact ConnectCarolina if you need assistance.

Please note the following about Adverse Weather Owed:

- Other leave taken hours, like Vacation, will need to be entered if the Adverse Weather Owed hours recorded during Condition 2 did not get the employee to the total hours normally worked in a week.
- Adverse Weather Owed hours are offset by hours worked during Condition 2. For example, an employee was approved to work off-site during Condition 2 and recorded 4 hours worked on Monday, 1/9. Only 4 hours of 'Adverse Weather Cond II Owed' would be entered on Monday, 1/9.
- Adverse Weather Owed recorded hours cannot give the employee more hours than they would work normally in a week. Adverse Weather Owed hours recorded earlier in the week should be reduced/offset if the employee worked more hours later in the week.

Adverse Weather Owed Accruals in TIM

Adverse Weather Owed- Negative owed amounts appear in the Adverse Weather Owed accrual on the date they are owed and move into the Adverse Weather Expired accrual after 90 days. The negative owed balance reflects all hours owed within the past 90 days.

Adverse Weather Repaid- Hours paid back will appear in the Adverse Weather Repaid accrual on the date they are entered in the timecard and will move into the Adverse Weather Expired accrual 1 day later.

Adverse Weather Expired- Only after all of the negative Adverse Weather Owed hours move into Expired and all of the hours have been repaid, will the Expired balance will have 0.00 hours.

* The objective 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 before the 90 day deadline.

Adverse Weather Balances after 8 Hours of Payback-

Expired 8 hours

Owed -8 hours

Repaid 0 hours

Adverse Weather Balances after 90 days-

Expired 0 hours

Owed 0 hours

Repaid 0 hours

Paying Back Adverse Weather Owed

Payback from Hours Worked

Do not enter the times in/out or hours worked to payback Adverse Weather Owed in the timecard as you have done in the past. If the hours worked are already entered in the timecard, you will need to remove them.

Instead, select the '*Adverse Weather Cond II Paybk*' pay code and enter the hours worked on that date to payback Adverse Weather Owed. This entry puts hours into the Adverse Weather Repaid accrual and one day later, moves the hours to the Adverse Weather Expired accrual.

Payback from an Accrual Balance in TIM

Select the pay code listed below to be used for payback and enter the hours in the timecard. This entry takes the hours from the accrual and adds them into the Adverse Weather Repaid accrual. One day later, the hours move into Adverse Weather Expired accrual in TIM.

- 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-Travel ETO
- Adverse Weather Paybk-Vacation

Adverse Weather Assistance

Please refer to the HR Policy for more Adverse Weather information, <http://hr.unc.edu/for-faculty-staff/adverse-weather/> and contact the HR department if you have any policy-related questions. Please email timsupport@unc.edu with TIM 'how to' questions.