

Condition 3 Closure and TIM Information, November, 2018

Accounting for Missed Worked during Condition 3 (Closure)

- For missed work during the Condition 3 timeframe, select the '*Adverse Weather Cond III Closed*' pay code and enter the missed hours. This will pay the employee for those hours. No hours will need to be paid back for missed work during Condition 3. TIM Administrators and Managers have access to this pay code.
- Employees who are already out on approved leave will record the approved leave taken hours.
- If approved by the supervisor, an employee may work off-site during Condition 3. The times in and out worked must be captured or entered in Non-Exempt employee timecards.
- **Note-** Adverse Weather Cond III Closed hours cannot give the employee more hours than they would work normally in a week. Adverse Weather Cond III Closed hours should be reduced/offset by any hours worked in the week.
- Use the Adverse Weather Cond 3 pay code in the timecard **ONLY** during the timeframe in which Condition 3 was declared.

Accounting for Hours Worked by SHRA Non-Exempt 'Severe Weather Essential' (Mandatory) Employees during Condition 2 or 3

- Hours worked by a designated SHRA Non-Exempt severe weather essential employee during the Adverse Weather Condition 2 timeframe should be recorded normally. The employee's times in and out must be captured or entered in their timecards. This will ensure the employee is paid for their hours worked and those hours are included in any overtime calculation.
- Then, select the '*Adverse Weather III ETO ER Emp*' pay code and enter the amount of hours worked during the Condition 2 timeframe 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 SHRA Non-Exempt employee's record in ConnectCarolina in order to receive Adverse Weather ETO hours in TIM. Please contact the ConnectCarolina help desk if you need assistance.
- SHRA Exempt severe weather essential employees are **not** eligible for Adverse Weather ETO.

For Assistance

- Refer to the HR Policies for more information on Adverse Weather, <https://hr.unc.edu/employees/policies/shra-policies/leave-holidays/> and contact the HR department if you have any policy-related questions.
- Contact the ConnectCarolina help desk if you need assistance with updating a Severe Weather Essential designation in ConnectCarolina.
- Email timsupport@unc.edu directly with TIM 'how to' questions.