

## Holiday Reminders for Monday, January 17<sup>th</sup>

\* Holiday hours appear automatically in TIM for SHRA employees with 50%, 75%, 80%, and 100% FTE. For SHRA part time permanent employees whose FTE percentage is not equal to 50%, 75% or 80% the TIM Administrators must enter the 'Holiday' pay code and the pro-rated amount of holiday hours on the day with the holiday in the timecard. Holidays do not appear in EHRA timecards.

\* If an employee is not eligible to receive holiday hours, insert a row on the day with the holiday, select the 'Holiday' pay code, and enter a negative amount of hours in the timecard to cancel the hours.

\* Hours worked on a Holiday will automatically be calculated as Regular or Overtime. If the hours worked on the Holiday were required to be worked, the TIM Administrator or Manager will insert a row, select the 'Holiday Premium' pay code, and enter the amount of hours worked on the holiday. The actual hours worked must not be removed. The hours worked and Holiday Premium hours should both be entered in the timecard on the Holiday worked.

## Adverse Weather Reminders for Biweekly 16, Jan. 17 – Jan.30

\*\*\*Please note: NO Adverse Weather pay codes are used during Condition 1.\*\*\*

### SHRA Non-Exempt 'Severe Weather Essential' (Mandatory) Employees who worked during Condition 2

#### Condition 2 was declared

- 12 a.m. – 8 a.m. on Monday, Jan. 17
- 11 p.m. Thursday, Jan. 20 to 5 p.m. Friday, Jan. 21

\* 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** recorded 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 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. SHRA Exempt severe weather essential employees are not eligible for Adverse Weather ETO.

\* 'Severe Weather Essential' must be indicated on the SHRA Non-Exempt employee's record in ConnectCarolina to receive Adverse Weather ETO hours in TIM. Please contact the ConnectCarolina help desk if you need assistance with updating this information.