

Adverse Weather Makeup

Recording Entries in Kronos

September 2018

Adverse Weather Makeup in a week with OT

- Three entries are required to correctly apply makeup time against Adverse Weather owed
 - “Regular” entry for the negative value of the makeup hours
 - “Adverse Weather Make-up” entry for the positive value of the makeup hours
 - “PTO-Comp Time Used” entry for the positive value of the makeup hours
- Leaving out any of these entries is likely to result in over compensation to the employee

Adverse Weather in a week with > 40 hours worked

| | | Date | Schedule | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Period |
|-----|---|----------|---------------|----------|--------|--------|----------|---------|---------|----------|--------|-------|-------|--------|
| +/- | | Sun 9/16 | | | | | | | | | | | | |
| +/- | X | Mon 9/17 | 8:00AM-5:00PM | | | 7:54AM | | 12:00PM | 12:30PM | | 5:15PM | 8:45 | 8:45 | 8:45 |
| +/- | X | Tue 9/18 | 8:00AM-5:00PM | | | 7:55AM | | 11:55AM | 12:26PM | | 5:01PM | 8:30 | 8:30 | 17:15 |
| +/- | X | Wed 9/19 | 8:00AM-5:00PM | | | 7:58AM | | 11:59AM | 12:31PM | | 5:05PM | 8:30 | 8:30 | 25:45 |
| +/- | X | Thu 9/20 | 8:00AM-5:00PM | | | 8:01AM | | 12:01PM | 12:59PM | | 4:59PM | 8:00 | 8:00 | 33:45 |
| +/- | X | Fri 9/21 | 8:00AM-5:00PM | | | 7:56AM | | 5:00PM | | | | 9:00 | 9:00 | 42:45 |
| +/- | X | Sat 9/22 | | | | | | | | | | | | 42:45 |



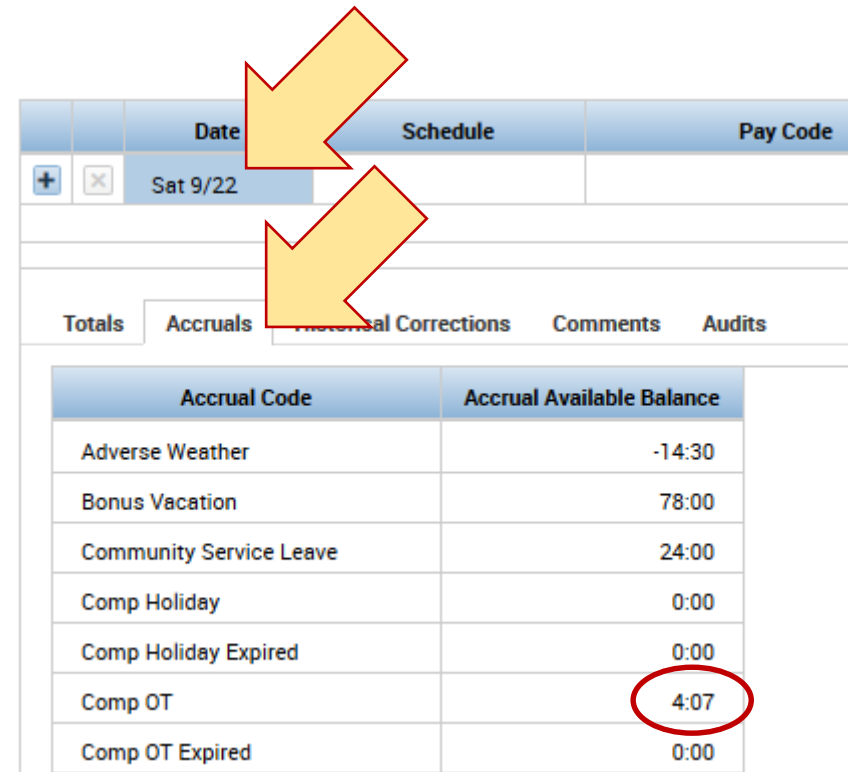
Totals Accruals Historical Corrections Comments Audits

All

| Pay Code | Amount | Wages |
|--------------|--------|--------|
| Comp Time OT | 2:45 | \$0.00 |
| Regular | 40:00 | \$0.00 |

Review Accrual Balances for Comp time

- In a week with OT earned as comp time, the value of the comp time awarded must be applied against Adverse Weather Owed.
- Open the Accrual Balance tab in the drawer to view totals
- Click in the timecard on the last day of the week
- View available Comp OT hours



The screenshot shows a timecard interface with a date field set to 'Sat 9/22'. Below the date field, there are tabs for 'Totals', 'Accruals', 'Personal Corrections', 'Comments', and 'Audits'. The 'Accruals' tab is selected, displaying a table of accrual codes and their available balances. The 'Comp OT' row has a value of '4:07' circled in red.

| Accrual Code | Accrual Available Balance |
|-------------------------|---------------------------|
| Adverse Weather | -14:30 |
| Bonus Vacation | 78:00 |
| Community Service Leave | 24:00 |
| Comp Holiday | 0:00 |
| Comp Holiday Expired | 0:00 |
| Comp OT | 4:07 |
| Comp OT Expired | 0:00 |

Adverse Weather Makeup entries completed

| | | Date | Schedule | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Period |
|---|---|----------|---------------|-------------------------|--------|---------|----------|---------|---------|----------|--------|-------|-------|--------|
| + | × | Sun 9/16 | | | | | | | | | | | | |
| + | × | Mon 9/17 | 8:00AM-5:00PM | | | 7:54AM | | 12:00PM | 12:30PM | | 5:15PM | 8:45 | 8:45 | 8:45 |
| + | × | Tue 9/18 | 8:00AM-5:00PM | | | 7:55AM | | 11:55AM | 12:26PM | | 5:01PM | 8:30 | 8:30 | 17:15 |
| + | × | Wed 9/19 | 8:00AM-5:00PM | | | 7:58AM | | 11:59AM | 12:31PM | | 5:05PM | 8:30 | 8:30 | 25:45 |
| + | × | Thu 9/20 | 8:00AM-5:00PM | | | 8:01AM | | 12:01PM | 12:59PM | | 4:59PM | 8:00 | 8:00 | 33:45 |
| + | × | Fri 9/21 | 8:00AM-5:00PM | | | 7:56AM | | 5:00PM | | | | 9:00 | 9:00 | 42:45 |
| + | × | Sat 9/22 | | PTO - Comp Time Used | 4:07 | | | | | | | | | |
| + | × | | | Adverse Weather Make-Up | 4:07 | | | | | | | | | |
| + | × | | | Regular | -4:07 | | | | | | | | | |
| + | × | | | Comp OT Used | 4:07 | 12:00AM | | | | | | | 4:07 | 46:52 |

Totals Accruals Historical Corrections Comments Audits

All Pay Code

| Pay Code | Amount | Wages |
|-------------------------|--------|--------|
| Adverse Weather Make-Up | 4:07 | \$0.00 |
| Comp OT Used | 4:07 | \$0.00 |
| Comp Time OT | 2:45 | \$0.00 |
| Regular | 35:53 | \$0.00 |

OT converted to Comp and applied against AW

OT hours worked this week

Makeup Time in a week with GAP hours

- Two entries are required in a week with GAP/HOPS hours
 - “Regular” entry for the negative value of the makeup hours
 - “Adverse Weather Make-up” entry for the number of GAP hours worked in the week.
- The cumulative total for the week should not change

Adverse Weather Makeup in a Holiday Week

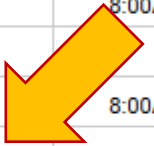
| | | Date | Schedule | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Period |
|---|---|-----------|---------------|---------------------|--------|--------|----------|---------|---------|----------|--------|-------|-------|--------|
| + | × | Sun 11/18 | | | | | | | | | | | | |
| + | × | Mon 11/19 | 8:00AM-5:00PM | | | 7:59AM | | 12:01PM | 12:58PM | | 5:01PM | 8:00 | 8:00 | 8:00 |
| + | × | Tue 11/20 | 8:00AM-5:00PM | | | 7:30AM | | 12:00PM | 12:32PM | | 5:30PM | 9:30 | 9:30 | 17:30 |
| + | × | Wed 11/21 | 8:00AM-5:00PM | | | 7:29AM | | 11:59AM | 12:35PM | | 5:32PM | 9:30 | 9:30 | 27:00 |
| + | × | Thu 11/22 | | Thanksgiving Day | 8:00 | | | | | | | | 8:00 | 35:00 |
| + | × | | 8:00AM-5:00PM | | | | | | | | | | | |
| + | × | Fri 11/23 | | Thanksgiving Friday | 8:00 | | | | | | | | 8:00 | 43:00 |
| + | × | | 8:00AM-5:00PM | | | | | | | | | | | |
| + | × | Sat 11/24 | | | | | | | | | | | | 43:00 |

Totals Accruals Historical Corrections Comments Audits

All Pay Code

| Pay Code | Amount | Wages |
|--------------------------|--------|--------|
| Holiday | 16:00 | \$0.00 |
| Hours Over Paid Schedule | 3:00 | \$0.00 |
| Regular | 24:00 | \$0.00 |

| | | Date | Schedule | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Period |
|---|---|-----------|---------------|-------------------------|--------|--------|----------|---------|---------|----------|--------|-------|-------|--------|
| + | × | Sun 11/18 | | | | | | | | | | | | |
| + | × | Mon 11/19 | 8:00AM-5:00PM | | | 7:59AM | | 12:01PM | 12:58PM | | 5:01PM | 8:00 | 8:00 | 8:00 |
| + | × | Tue 11/20 | 8:00AM-5:00PM | | | 7:30AM | | 12:00PM | 12:32PM | | 5:30PM | 9:30 | 9:30 | 17:30 |
| + | × | Wed 11/21 | 8:00AM-5:00PM | | | 7:29AM | | 11:59AM | 12:35PM | | 5:32PM | 9:30 | 9:30 | 27:00 |
| + | × | Thu 11/22 | | Thanksgiving Day | 8:00 | | | | | | | | 8:00 | 35:00 |
| + | × | | 8:00AM-5:00PM | | | | | | | | | | | |
| + | × | Fri 11/23 | | Thanksgiving Friday | 8:00 | | | | | | | | 8:00 | 43:00 |
| + | × | | 8:00AM-5:00PM | | | | | | | | | | | |
| + | × | Sat 11/24 | | Adverse Weather Make-Up | 3:00 | | | | | | | | | |
| + | × | | | Regular | -3:00 | | | | | | | | | 43:00 |



Totals Accruals Historical Corrections Comments Audits

All Pay Code

| Pay Code | Amount | Wages |
|-------------------------|--------|--------|
| Adverse Weather Make-Up | 3:00 | \$0.00 |
| Holiday | 16:00 | \$0.00 |
| Regular | 24:00 | \$0.00 |

Is there Adverse Weather Makeup time here?

| | | Date | Schedule | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Period |
|-----|--|----------|---------------|----------|--------|--------|----------|---------|---------|----------|--------|-------|-------|--------|
| +/- | | Sun 9/23 | | | | | | | | | | | | |
| +/- | | Mon 9/24 | 8:00AM-5:00PM | | | 7:58AM | | 12:00PM | 1:00PM | | 7:00PM | 10:00 | 10:00 | 10:00 |
| +/- | | Tue 9/25 | 8:00AM-5:00PM | | | 8:00AM | | 12:00PM | 12:30PM | | 5:00PM | 8:30 | 8:30 | 18:30 |
| +/- | | Wed 9/26 | 8:00AM-5:00PM | | | 8:01AM | | 12:05PM | 1:00PM | | 5:03PM | 8:00 | 8:00 | 26:30 |
| +/- | | Thu 9/27 | 8:00AM-5:00PM | | | 7:56AM | | 11:59AM | 1:01PM | | 5:01PM | 8:00 | 8:00 | 34:30 |
| +/- | | Fri 9/28 | | Sick | 8:00 | | | | | | | | 8:00 | 42:30 |
| +/- | | | 8:00AM-5:00PM | | | | | | | | | | | |
| +/- | | Sat 9/29 | | | | | | | | | | | | 42:30 |



Totals Accruals Historical Corrections Comments Audits

All Pay Code

| Pay Code | Amount | Wages |
|----------|--------|--------|
| Regular | 34:30 | \$0.00 |
| Sick | 8:00 | \$0.00 |

Notes regarding Leave Use and Makeup Time

- An employee cannot use leave in a week that they choose to makeup Adverse Weather. Leave usage must be off-set by hours worked. This means entered leave is first reduced by additional hours worked before any time can be made-up.

| | | Date | Schedule | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Period |
|-----|--|----------|---------------|----------|--------|--------|----------|---------|---------|----------|--------|-------|-------|--------|
| + X | | Sun 9/23 | | | | | | | | | | | | |
| + X | | Mon 9/24 | 8:00AM-5:00PM | | | 7:58AM | | 12:00PM | 1:00PM | | 7:00PM | 10:00 | 10:00 | 10:00 |
| + X | | Tue 9/25 | 8:00AM-5:00PM | | | 8:00AM | | 12:00PM | 12:30PM | | 5:00PM | 8:30 | 8:30 | 18:30 |
| + X | | Wed 9/26 | 8:00AM-5:00PM | | | 8:01AM | | 12:05PM | 1:00PM | | 5:03PM | 8:00 | 8:00 | 26:30 |
| + X | | Thu 9/27 | 8:00AM-5:00PM | | | 7:56AM | | 11:59AM | 1:01PM | | 5:01PM | 8:00 | 8:00 | 34:30 |
| + X | | Fri 9/28 | | Sick | 5:30 | | | | | | | | 5:30 | 40:00 |
| + X | | | 8:00AM-5:00PM | | | | | | | | | | | |
| + X | | Sat 9/29 | | | | | | | | | | | | 40:00 |

5:30

Sick Leave Reduced

Week total = 40 hours

Totals Accruals Historical Corrections Comments Audits

All Pay Code

| Pay Code | Amount | Wages |
|----------|--------|--------|
| Regular | 34:30 | \$0.00 |
| Sick | 5:30 | \$0.00 |