

In this job aid, you will learn how to manage adverse weather make-up hours.

Non-Exempt Employees: Adverse Weather Make-up Hours

- 1 Access <https://kronos.ecu.edu/> log on page.
- 2 Log on using your PirateID and passphrase.
- 3 Go to the employee's timecard.

Note:

Every Adverse Weather Make-up has two necessary entries on a week with a Holiday.

Every Adverse Weather Make-up has three necessary entries on a week in which more than 40 hours are physically worked and Overtime/Comp OT is earned.

Leaving off any of the entries is likely to result in over compensation.

An employee cannot use leave in a week that they choose to make-up 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.

4 For Adverse Weather Paid Back in a week with a Holiday:

- On the Friday of any Holiday week in which GAP is earned, enter a line for the pay code "Regular" and subtract the number of GAP hours worked in the week.
- Enter a line for the pay code "Adverse Weather Make-up" and add the number of GAP hours worked in the week.
- The cumulative total for the week should not have changed.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ X	Mon 7/03	8:00AM-5:00PM			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	8:00
+ X	Tue 7/04		Independence Day	8:00								8:00	16:00
+ X		8:00AM-5:00PM											
+ X	Wed 7/05	8:00AM-5:00PM			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	24:00
+ X	Thu 7/06	8:00AM-5:00PM			8:00AM		12:00PM	1:00PM		6:00PM	9:00	9:00	33:00
+ X	Fri 7/07		Adverse Weather Mak...	1:00									
+ X			Regular	-1:00									
+ X		8:00AM-5:00PM			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	41:00

5 For Adverse Weather Paid Back in a week with Overtime:

- On the Friday of any week in which OT is earned, enter a line for the pay code "Regular" and subtract the number of Comp Time hours accrued in the week.
 - This number should include both the physical hours the employee worked and the value of the FLSA Compensatory Time award for hours over 40 (X.5).
 - Example: For an employee working 1 hour over in the week, 1.5 hours are accrued and 1.5 should be subtracted from Regular
- Enter a line for the pay code "Adverse Weather Make-up" and add the number of Comp Time hours accrued in the week.
- Enter a line for the pay code "PTO – Comp Used" and add the number of Comp Time hours accrued in the week.
- Add a comment that says "Approved" with a note that say "Using Comp Time to payback of Adverse Weather Time Owed."
- The cumulative total for the week will have increased by the same number of hours of Comp Time that was used in the week. This is correct for Adverse Weather paid back in an overtime week.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ X	Sun 1/07												
+ X	Mon 1/08	8:00AM-5:00...			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	8:00
+ X	Tue 1/09	8:00AM-5:00...			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	16:00
+ X	Wed 1/10	8:00AM-5:00...			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	24:00
+ X	Thu 1/11	8:00AM-5:00...			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	32:00
+ X	Fri 1/12	8:00AM-5:00...			8:00AM		12:00PM	1:00PM		6:00PM	9:00	9:00	41:00
+ X			Regular	-1:30									
+ X			Adverse Weather Make-Up	1:30									
+ X			PTO - Comp Time Used	1:30									