

What to do about reporting time off due to weather conditions

▶ State and University policy concerning time lost from work as a result of an official closing or delayed opening is that employees will be given the option of taking annual or compensatory leave, taking leave without pay, or making up the time; except when the Governor declares a state of emergency and approves the use of hazardous weather emergency leave with pay. In this case, the Governor's approval of hazardous weather emergency leave with pay provides for absences from work without taking annual or compensatory leave, or making up the time.

▶ Employees can record hazardous weather emergency leave using specific time codes in ITAMS, USC's Internet-based Time & Attendance Management System. Time codes are listed below. If you have questions about which codes to use, refer to the ITAMS Time Code document located under the ITAMS Training/Reference Section of the ITAMS page on the Payroll web site at <http://busfinance.admin.sc.edu/payroll/itams.asp>

For Non-exempt (Employees who earn leave and fill out weekly timesheets) and Exempt Employees (who report time semi-monthly)

- WEATHER-RPT Weather Time Taken — use this code to record the hazardous weather absence that will be made up at a later date.
- WEATHER-MKUP Weather Time Made Up — use this code to record the makeup hours that are worked.
- HAZW-PAID Paid Weather Time — use **only** when the Governor declares the weather related absence as leave with pay (no makeup time required).

Example Timesheet for Non-exempt employee who will make up the weather-related absence at a later date: (hint – the absence should be recorded using the time code WEATHER-RPT)

	Sun 28	Mon 29	Tue 30	Wed 31	Thu 1	Fri 2	Sat 3	
		7.5	7.5	7.5	7.5	7.5		
62070-PAYROLL								
<input type="checkbox"/> -WORKED - Hours Worked		7.5	7.5	7.5	5.5	7.5		35.50
<input type="checkbox"/> BLOOD-DONOR - Blood Donation								0.00
<input type="checkbox"/> HOLIDAY - Paid Holiday								0.00
<input checked="" type="checkbox"/> WEATHER-RPT - Weather Time Taken					2			2.00
		7.50	7.50	7.50	7.50	7.50		37.50

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Example of Non-exempt timesheet when the weather absence is made up (hint – use the time code WEATHER-MKUP) **IMPORTANT:** Your total timesheet hours for the week should at least equal your normal scheduled hours BEFORE you enter any make-up hours using the "WEATHER-MKUP" timecode.

	Sun 25	Mon 26	Tue 27	Wed 28	Thu 1	Fri 2	Sat 3	
		7.5	7.5	7.5	7.5	7.5		
62070-PAYROLL								
<input type="checkbox"/> -WORKED - Hours Worked		7.5	7.5	7.5	7.5	7.5		37.50
<input checked="" type="checkbox"/> WEATHER-MKUP - Weather Time Made Up						2		2.00
		7.50	7.50	7.50	7.50	9.50		39.50

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