EMERGENCY PAY INSTRUCTIONS.

Example:

If employee left at the time the emergency started (Worked 8-5) employee would just enter the time worked (in 8:00 out 5:00) for Monday and 8 hours “Emergency Closure” for Tuesday 11/04.

EXAMPLE OF HOURS WORKED DURING EMERGENCY:

Example: Emergency started at 3:00 on 11/3/14. Employee’s normal schedule is 8-5 with a 1 hour lunch.

Employee enters regular hours 8-3, with appropriate lunch hour reflected.

Enter “Emergency Closure” for 2 hours for emergency time (3pm-5pm). (Manager or employee may enter this pay code.)

The Emergency Worked pay code cannot be used by itself. The Emergency Closure pay code MUST also be used.

Either the Manager or employee may enter time in and out using pay code “Emergency Worked”.

MANAGERS NEED TO: verify that someone did work during the closure before approving.

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