

**Inclement Weather Time Reporting Details**

**Notices:** [alerts.ku.edu/](http://alerts.ku.edu/)

**Inclement Weather Policy:** [policy.ku.edu/provost/winter-weather-policies](http://policy.ku.edu/provost/winter-weather-policies)

**Frequently Asked Questions:** <http://humanresources.ku.edu/inclement-weather-information-faq>

**Inclement Weather & Campus Closing Eligibility Chart:** <https://humanresources.ku.edu/sites/humanresources/files/documents/HRPay/Inclement%20Chart_rad.xlsx> (docx)

**Guide to Time and Absence Reporting #18:** [**https://humanresources.ku.edu/sites/humanresources/files/documents/HRPay/TimeAbsenceguide\_overviewrad\_0.docx**](https://humanresources.ku.edu/sites/humanresources/files/documents/HRPay/TimeAbsenceguide_overviewrad_0.docx) **(docx)**

KU’s regular workday begins at 12:00 a.m. and ends at 11:59 p.m. so full day declarations made are for this time period unless otherwise specified. The designation notification may provide information that overrides the general guidance below.

1. **Emergency/Weather Essential Designated Staff Non-Exempt (Hourly):**
   1. Are designated by their department.
   2. Are generally not eligible for Inclement Weather Leave (IWN).
      1. The exception to this is when the employee reported to work and during the regular scheduled work time was sent home by the administrator for a portion of the schedule. The employee would only be eligible for IWN for that period that the employee was sent home.
         1. The employee does not earn CM1 (hour for hour compensatory time) during the IWN period as described above.
         2. Supervisors or time reviewers will need to add a row and the time reporting code IWN and hours quantity if the employee reports time worked by using a clock method.
         3. Employees who report hours worked on the timesheet should add a row and include the IWN time reporting code and hours quantity. Supervisors are to validate whether the employee is eligible.
   3. Who either (1) did not report to work, (2) arrived late or (3) voluntarily left early, must report appropriate leave usage, or leave without pay. It is not appropriate to report sick leave in this situation (unless the employee is sick) and they are not eligible for Inclement Weather Leave (IWN).
      1. Acceptable leave:
         1. Discretionary holiday (Discretionary holiday may not be used for less than a normal workday. This could not be used for leaving early or arriving late.),
         2. accrued compensatory time (non-exempt employees only),
         3. accrued holiday compensatory time,
         4. accrued vacation leave,
         5. or report leave without pay.
   4. Who are non-exempt are eligible for straight time compensation (hour for hour-CM1) for time worked on campus during the designated inclement weather period. This is to recognize the extra efforts *for required reporting to campus*). (See below for reporting.)
      1. The employee will receive the straight time compensation (hour for hour) for all hours worked during the designated inclement period even if those hours are beyond the regular work schedule. (See below for reporting.)
      2. All actual hours worked during the Inclement Weather are to be reported as usual with the time reporting code of REG (regular). REG is what will pay the employee for working.
      3. CM1 -ClosurePosDsgntd 1XCompEarned(Inclement Weather Position Designated Only) is to be used to record the credit to the compensatory balance for the hour for hour compensatory time. This does not create pay. CM1 is only used during the actual worked time and is reported along with REG.
         1. Supervisors or time reviewers will need to add a row to include the CM1 time reporting code and hours quantity to the employees’ timesheets who record time worked by using a clock method.
         2. Employees who report hours worked on the timesheet should add a row and include the CM1 time reporting code and hours quantity. Supervisors are to validate whether the employee is eligible.
2. **Regular Staff who are not Designated as Emergency/Weather Essential:**
   1. Who were not scheduled to work during the inclement weather period due to vacation, discretionary or any other planned leave or called in sick, are not eligible for inclement weather time.
   2. Employees who are designated hybrid or remote are to work remotely and are generally not eligible for inclement weather leave.
   3. Other employees should work from home, if possible. Hourly employees should record the worked time as REG (regular) and any time not worked up to their scheduled hours during the inclement period should be recorded as IWN in order for the employee to be paid. (Other=not hybrid, remote or designated as emergency/weather essential.)
   4. Exempt (salaried) will not record any code for use of inclement weather.
   5. Do not receive any additional compensatory time for any hours worked during the inclement weather period (not eligible for the CM1).
   6. If an employee before inclement weather was implemented either (1) did not report to work, (2) arrived late or (3) left early during the non-designated inclement weather period will need to report leave as follows:
      1. discretionary holiday (Discretionary holiday may not be used for less than a normal workday. This could not be used for leaving early or arriving late.),
      2. accrued compensatory time (non-exempt employees only),
      3. accrued holiday compensatory time,
      4. accrued vacation leave,
      5. or report leave without pay (exempt employees may only report leave without pay in whole workday increments only),
   7. The non-exempt (hourly) employee may make up the absent-from-duty hours within the same work week on an hour-for-hour basis. Plans for make-up time must be approved by the supervisor in advance. Time not made up within the same work week will need to be recorded using an appropriate leave or leave without pay.
   8. Reminder exempts only report paid leave in ½ or full day increments.
3. **Non-Exempt (Hourly) Temporary Employees, Including Student Hourly Employees:**
   1. Are not covered by the inclement weather provisions. They do not receive pay for the work time missed.
4. **Exempt (Salaried) Staff and Faculty and Exempt (salaried) Students:**
   1. Do not require special inclement weather reporting and they will not have their pay reduced. No special leave reporting is necessary to record inclement weather.
5. **Related Codes for Reporting Time for Nonexempt (Hourly)**
   1. **IWN** – Inclement Weather Leave is used to designate paid time for non-exempt (hourly) employees are eligible. This code does not count towards the threshold for compensatory time/40-hour work week limit but does count towards leave accruals. No employee is allowed to have IWN and REG (regular) for the same hours, which would result in double pay.
   2. **CM1** – Inc ClosurePosDsgntd 1XCompEarned - (Inclement Weather Position Designated Only-Hour for Hour Compensatory Time), used for designated weather non-exempt (hourly) essential employee who worked on campus during the inclement weather period. This code is in addition to reporting REG (regular hours). The CM1 adds to the compensatory balance but does not affect gross pay or count towards accruals. REG is needed to pay the employee for their work. CM1 is not to be used when employees are working off campus.
   3. **REG** – Regular hours, this will be used for recording the actual hours worked for an hourly employee whether on or off campus. This is needed to pay the employee for work performed.

**Scenarios for Non-Exempt (Hourly) Inclement Weather Reporting**

In the scenario below the inclement weather period was designated for one workday (Wednesday) during the employee’s work schedule. The actual number of hours covered are based upon the period of declaration and the employee’s work schedule.

1. **Emergency/Weather Essential Designated Staff who worked the full inclement weather period on campus – Non-Exempt (Hourly) and is scheduled for 8 hours.**
   1. 8 hours of CM1 is reported as the employee worked 8 hours during the inclement period. The CM1 will provide the hour for hour compensatory time. (This is not pay.)
   2. If the employee used an elapsed timesheet, the employee should enter the CM1.
   3. If the employee uses a clock time to report time worked, the supervisor or time reviewer must enter the CM1 hours and will enter total hours in the quantity column.
   4. 8 hours of REG is reported, so the employee is paid for the actual time worked. No change to existing reporting process.
   5. The supervisor is to validate the employee is eligible for CM1. If not eligible the supervisor or time reviewer should contact the employee to remove the CM1 or the supervisor may remove it from the timesheet.

**B) Non-Emergency/Weather Essential Designated Staff who are not remote or hybrid and who did not work during the inclement weather period – Non-Exempt (Hourly) and are scheduled for 8 hours.**

* 1. 8 hours of IWN is reported to provide pay for the time the employee did not work during the designated period.

1. If the employee used an elapsed timesheet, the employee should enter the IWN.
2. If the employee uses a clock time to report time worked, the supervisor or time reviewer must enter the IWN hours and will enter total hours in the quantity column.
   1. The supervisor is to validate if the employee is eligible for IWN. If not eligible the supervisor or time reviewer should contact the employee to remove the IWN or the supervisor may remove it from the timesheet.

If an employee works partially during the inclement weather, the split of hours between the time reporting codes should accurately reflect the regular hours worked and the hours for the inclement weather. Adding inclement weather code to regular hours should not exceed the employee’s scheduled hours for that day.

Additional information is also located in the [Guide to Time and Absence Reporting](http://humanresources.ku.edu/document/guide-time-absence-reporting-document).

Contact HR/Pay [hrpay@ku.edu](mailto:hrpay@ku.edu) or 785/864-0600 with questions.