



Time Entry Type Descriptions

Hours Worked – To report regular and overtime hours.

Weather Emergency Essential – To report hours worked when the College calls a weather emergency; hours will be paid 2X the rate of pay for hours worked during the weather emergency.

Weather Emergency Non Essential – To report scheduled hours not worked when the College calls a weather emergency; hours will be paid in the same manner as if employee worked.

Weather Emergency Non Essential Worked – For non-essential employees who decided to work during the weather emergency; hours to be paid at regular rate of pay.

Vacation – To report vacation hours.

Sick – To report sick hours.

Personal Emergency Sick or Vacation – To report personal emergency hours.