Additional Clarification on the Suspended Operations and the WTE Timesheet

Attention: Classified and Administrative Overtime Eligible Employees!

How to handle the reporting of the Jan 2009 Suspended Operations on the Web Time Entry Timesheet (WTE):

• If you were considered “essential personnel” and required to work, record your time worked by:
  1. Entering the hours you worked on the “Reported Hours Worked” line of your WTE timesheet

  AND

  2. Also report the hours worked in the “Suspended Op-Straight Pay” earnings line at the bottom of your WTE timesheet.

It is your supervisor’s responsibility to determine if you are considered “essential personnel”.

• If you will be making up the time for the suspended operations days, record your time as if you worked the day in the “Reported Hours Worked” line at the top of your WTE timesheet. You will need to communicate with your supervisor on how you will be making up the time.

• If you will not be making up the hours, record your time taken in one of the leave categories, e.g. vacation leave, personal holiday, comp time take etc., on the WTE Timesheet.