

To: All Non-Exempt Employees

From: Payroll

RE: Inclement Weather

Non-Exempt employees that need to enter Inclement Weather and had previously requested any Time Off will need to delete their time off and put in for Inclement Weather.

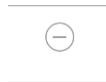
TO Delete your Time Off:

1) Go to your Absence Calendar

2) Double click on your time off



3) Click on the negative sign to the left



4) Put in a comment as to why you are deleting your time



Inclement weather instead

5) Click Submit



6) This goes to your manager to be approved

Absence Correction:

Now follow directions below to enter your Inclement Weather for the day:

To enter Inclement Weather you will need to go into your “Enter Time” section and remove the ‘Regular’ time and select Inclement Weather instead as a Time Type.

ONLY enter enough hours to bring your total hours for the week to 40!

Enter Time 02/03/2022

Time Type *



Enter Time 02/03/2022

Time Type *

In * Regular

Out Professional Development

Out Reason Wellness

Hours * Paid Class Time

Details Inclement Weather

Comment * Convert Overtime to Comp Time

Registration Overtime

Campus Closing

All College Day

If you have any questions please us know.

Thanks

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