Colleagues,  
  
As a result of the Lab closing at 5:00 p.m. on Tuesday, January 28, 2014 and the Lab being closed on Wednesday, January 29, 2014, employees are to follow the guidelines below for recording time:  
   
All Staff:   
If you were already scheduled for vacation/sick leave on Tuesday, January 28, 2014 and/or Wednesday, January 29, 2014, then enter your hours accordingly as vacation/sick leave.   
  
Students & Casuals:  
Record actual hours worked on Tuesday and Wednesday as normal.  Students and Casuals are not eligible for any type of leave.   
   
Non-Exempt Staff:   
Record actual hours worked on Tuesday and Wednesday as normal.  For Swing shift Tuesday, January 28th up to 8 hours can be recorded to Weather/Public Emergency Leave unless you were already scheduled for vacation/sick leave.  For all shifts on Wednesday, January 29th, up to 8 hours can be charged to Weather/Public Emergency Leave unless you were already scheduled for vacation/sick leave.   
   
Exempt Staff:  
If you record productive time by day, record your actual hours worked on Tuesday and Wednesday.  For Swing shift Tuesday, January 28th, up to 8 hours can be recorded to Weather/Public Emergency Leave unless you were already scheduled for vacation/sick leave.  For all shifts on Wednesday, January 29th, up to 8 hours can be charged to Weather/Public Emergency Leave unless you were already for vacation/sick leave.   
  
If you record productive time with percentages, on January 28th the Swing Shift can record up to eight hours Weather/Public Emergency Leave unless you were already scheduled for vacation/sick leave.  On Wednesday, January 29th, all shifts can record up to eight hours Weather/Public Emergency Leave unless you were already scheduled for vacation/sick leave.   Complete your percentages as usual at the end of the pay period.   
   
If the Weather/Public Emergency Leave charge line is not already on your timesheet, follow the instructions below to add it:   
   
Click on the binoculars in the Project Field  
Click on the + next to Favorites  
Highlight the Weather/Public Emergency line  
Click on Add to Timesheet  
   
If you do not see the Weather/Public Emergency charge in your Favorites,  
Click on the binoculars in the Project Field  
Click on the + next to Jefferson Lab  
Click on the + next to Leave  
Highlight the Weather/Public Emergency line  
Click on Add to Timesheet  
   
Please note that no comment is required when entering the Weather/Public Emergency Leave.  If you have any questions about the timesheet instructions for the Weather/Public Emergency Leave, please contact Bill Shelton at ext. 7120 or Janet Smith at ext 7503 or Sharon Hay at ext. 7620.