

*******Please print your schedules prior to altering your storm teams in ANSOS for a reference*******

Staff called off for the storm and scheduled to work after team:

All staff called off for the storm should have low census “c” entered as their work shift for any time missed due to the storm.

		Sunday, 08/25/2019 - Saturday, 09/21/2019																											
		S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
		25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Workshift																													
Workshift				A	A		A			A				c	c	A			A	A	A	A			A		A	A	A
Team																													
Task																													
Workshift																		X	M						X		M	M	M
Team																													
Task																													

Enter Staffer Reasons

DCPOS: AH109
Name: TURNAGE, CALE H

Code	Code Reason
c	STORM

OK Cancel

This employee was originally scheduled to work 9/3, 9/5, 9/6, and 9/7. Low census is entered to ensure we can track the non-storm team employee scheduled shifts during the storm (even if it exceeds their FTE). The ‘c’ code is the marker code for Kronos. Any employee with Low Census will need punches added to their timecard in Kronos for the original scheduled shifts.

The reason is entered should be STORM-OFF- Shift Time

Example: STORM-OFF-7a-7p

Q: Do exempt, non-management staff get paid for hours worked over 40?

A: Yes, they will get paid for all hours they are clocked in for.

Q: Do staff receive call pay during shelter in place if they were scheduled to be on call?

A: No.

Examples

Example 1

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Normal Schedule:	Off	8a to 4p	8a to 4p	8a to 4p	8a to 4p	8a to 4p	Off	40 hours
Storm Hours:		8a to 6p	8a to 8p	8a to 1p *Office closed at	Closed	Closed	Off	27 hours
Adjustment:				3 hours	8 hours	8 hours		19 hours
Weekly Total:								46 hours

Example 2

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Normal Schedule:		7a to 7p		7a to 7p		7a to 7p		36 hours
Storm Hours:		7a to 7p	7a to 7p	7a to 7p				36 hours
Adjustment:				*No adjustment needed Employees was rescheduled				0
Weekly Total:								36 hours

Example 3

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Normal Schedule:	8a to 6p	8a to 6p				8a to 6p	8a to 6p	40 hours
Storm Hours:	8a to 6p	8a to 6p				Cancel	8a to 6p	30 hours
Adjustment:						8a to 6p		10 hours
Weekly Total:								40 hours

Example 4

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Normal Schedule:	8a to 6p	8a to 6p		Extra Shift Bonus		8a to 6p	8a to 6p	50 Hours
Storm Hours:	8a to 6p	8a to 6p		Cancel		Cancel	8a to 6p	30 hours
Adjustment:				8a to 6p*		8a to 6p		20 hours
Weekly Total:								40 hours

Staff is paid for shift on Wed, but not the extra shift bonus

If you have questions about the process, please contact the ANSOS help desk at 667-4145.

Managers and timekeepers will be responsible for updating their employees time.

FAQ about Contracts and Bonuses

Q: Will bonus or contracts be honored if a shift is canceled?

A: Bonuses will not be paid for canceled shifts; however staff will still be paid for the hours of the shift. Contracts will be honored if staff met the other criteria necessary for the contract.

Q: Will staff get paid bonuses or contracts for shifts designated as such if the shift is during shelter in place?

A: Yes, if all other criteria for the bonus or contract is met.