Essential personnel in case of building closure

- Any non-exempt, non-public-safety-pay-scale regular employee who is required by their supervisor to work during building closure periods shall be deemed essential personnel and will be paid a premium equal to the employee’s hourly rate for any time the employee works during the building closure period.
- This premium is in addition to the regular wages essential personnel earn for any time worked in accordance with this policy.
- A timekeeper or supervisor adds a work rule to the employee’s timecard to ensure that the employee is paid the essential personnel premium as appropriate.

Please review the SOP – Essential personnel in case of building closure for further information.

Note: The below directions assume that the employee logs time as usual.

1. Open list of employees on the Manage My Department page.
2. Right-click on the employee’s name to bring up a pop-up window that identifies the employee’s pay rule.

   ![employee_pay_rule]

   This is the relevant information that identifies the employee's pay rule. In this case, the employee is a regular Local Government non-exempt employee who works 8 hours per day.

3. Click on the X in the upper-right corner to close that summary window.
   Note: you can apply the essential personnel rule to multiple employees at the same time as long as they all have the same schedule and the same pay rule as noted in step 2.
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4. Click to select the employee’s name and then select Schedules from the Go To command on the right side of the screen.

5. The Schedules workspace opens as a separate tab and displays the schedule for that employee.

6. Right-click on the employee’s regularly-scheduled hours for the date when the building closure occurred and select Edit from the shortcut menu that appears.

7. The Edit Shift window appears. Create an essential personnel shift for the employee as described below.
   - **Start Date:** enter the date the essential personnel work occurred.
   - **Start Time:** enter the time the employee started working while the building closure was underway.
   - **End Time:** enter the time the employee ended work under building closure guidelines.
     - For example, if the building was closed from 6 am-11 am, and the employee worked from 7 am-5 pm, the start time is 7 am, and the end time is 11 am.
   - **End Date:** updates automatically once the start and end time are entered.
   - **Duration:** updates automatically once the start and end time are entered.
   - **Job Transfer:** leave blank
   - **Labor Level Transfer:** leave blank
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- **Work Rule Transfer**: click into the cell and select **Essential Personnel** from the dropdown menu.

8. Once you’ve created the essential personnel shift, you must create a second shift to cover the rest of the employee’s schedule for the day, as described below.

   **Note**: the employee’s schedule does not correspond to the hours actually worked, but what he/she was scheduled to work.

9. Click on the plus sign to the right of the start date to add a new row.

10. Create the second shift for the employee to complete the work day and pay the employee correctly.
   - **Start Date**: enter the date of the building closure.
   - **Start Time**: enter the time the building closure ended (the employee is continuing to work, but since the building is now open, the essential personnel payment no longer applies).
   - **End Time**: enter the time the employee is **scheduled** to finish work for the day (should correspond to their regular schedule). Note that this may not correspond to the time logged that day.
   - **End Date**: updates automatically once the start and end time are entered.
   - **Duration**: updates automatically once the start and end time are entered.
   - **Job Transfer**: leave blank
   - **Labor Level Transfer**: leave blank
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- **Work Rule Transfer:** click into the cell and select the correct pay rule for the employee that you identified in step 2.

11. **Click on the Apply command** once you have created both shifts. This closes the Edit Shift window.
12. On the main Schedules page, you will see the Essential Personnel shift added to the employee’s schedule for that day.

13. **Click on the Save command** to update the employee’s schedule.
14. Hover over the day to get a pop-up window that verifies both shifts have been applied.
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15. To double-check your work, open the employee’s timecard and verify that the essential personnel work rule appears for the correct number of hours on the day of the building closure, and that any remaining time worked is transferred to the employee’s normal pay rule.

16. The **Totals** tab also displays an “Essential Personnel” line with the number of hours worked.