

From: SCEIS AST <sceis-ast@sceis.sc.gov>

To: SCEIS AST <sceis-ast@sceis.sc.gov>

Date: 2/26/2015 4:17:09 PM

Subject: Processing Hazardous Weather Absences in SCEIS

Attachments: Hazardous_Weather_Emerg_CATS_Load_Template.xls

Hazardous_Weather_Comp_Time_Load_Template.xlsx

2015-01 Granting Leave to State Employees for January 14th Winter Weather
Delays.pdf

2015-09 Granting Leave to State Employees for February 17-18th Winter We....pdf

From: sceis-ast@sceis.sc.gov

To: HR Directors, Finance Directors, AST Leads

CC: SCEIS Team, SCEIS Service Desk

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Hazardous_Weather_Comp_Time_Load_Template.xlsx; 2015-01 Granting Leave to State Employees for
January 14th Winter Weather Delays.pdf; 2015-09 Granting Leave to State Employees for February
17-18th Winter We...pdf

Good Afternoon:

On January 14, 2015, State offices in some specific South Carolina counties delayed opening due to hazardous weather conditions. Again on February 17-18, State offices in some specific South Carolina counties delayed opening due to hazardous weather conditions. Per S.C. Code of Laws § 8-11-57, the Governor can elect to provide state employees with leave with pay for absences from work due to hazardous weather conditions for up to five days for each emergency. On Friday, January 16, 2015, Governor Haley released an Executive Order granting paid leave to state employees who work in the counties affected by the hazardous weather on January 14, 2015. On Tuesday, February 24, 2015, Governor Haley released an Executive Order granting paid leave to state employees who work in the counties affected by the hazardous weather on February 17-18, 2015.

Essential employees who were required to work during these times should earn compensatory time on an hour-for-hour basis for the hours worked. (See the Executive Orders, which are attached (2015-01 Granting Leave to State Employees for January 14th Winter Weather Delays.pdf; 2015-09 Granting Leave to State Employees for February 17-18th Winter We...pdf), for complete text of the orders, and a list of affected agencies for each event.)

The SCEIS Team would like to provide the following reminders regarding processing hazardous weather leave in SCEIS:

1. The absence code for Hazardous Weather is available in MySCEmployee for your employees to record this absence directly in the system, as applicable. This allows employees to enter the absence via MySCEmployee Employee Self Service. A supervisor may enter this absence on behalf of his or her employee in MySCEmployee Manager Self Service. The Hazardous Weather absence code will be viewable in MySCEmployee as **"C. Hazards Weather & Emerg."**
2. The ECC absence code for Hazardous Weather is 2014. It is available for use in the CATS Timesheet for direct entry into the system by a Time Administrator.
3. If your agency would prefer to load these absences for multiple employees in batch directly to the

3. CATS Timesheet, a program has been created to accommodate that option in the system. This program will update the CATS Timesheet with the absence code "Hazardous Weather". If you are considering this option, please bear in mind that this program will allow agencies to decide whether to process the absences in actual hours using beginning and end times (i.e. absent from 8:30 a.m. to 10:00 a.m.) or in total hours (such as 7.5 or 8.0 hours). It is important to note that using either method will not address the entering of time worked in SCEIS for partial-day absences. If an employee worked any portion of a day, the attendance hours will still need to be entered in the system in order to be recorded accurately.

The data load template spreadsheet for the batch load process called Hazardous Weather Emerg CATS Load Template (XLS file) is attached, and is also available on the SCEIS website, at <http://sceis.sc.gov/page.aspx?id=121>. Please return the completed spreadsheet to the SCEIS Help Desk at sceishelpdesk@sceis.sc.gov for upload into the system. Detailed instructions are provided in the template on the instructions tab. Please be sure to review and carefully consider these instructions prior to submission of this information to the SCEIS team.

4. For those "Essential" employees who were required to work and who should earn compensatory time on an hour-for-hour basis for the hours worked, the system will not automatically process the compensatory time for eligible employees. Agencies may manually adjust an employee's Compensatory Time Quota account by using transaction PA30 or PA61 in SCEIS. You may refer to your SCEIS training materials or the Business Process Procedures (BPPs) available on the SCEIS website at <https://uperform.sc.gov/gm/folder-1.11.15949> for detailed instructions on processing Quota Corrections in SCEIS.

Agencies that wish to update multiple employee records in SCEIS may use the attached data load template spreadsheet called Hazardous Weather Comp Time Load Template (XLS file). This spreadsheet is also available on the SCEIS website at <http://sceis.sc.gov/page.aspx?id=121>. You may return the spreadsheet to the SCEIS Help Desk at sceishelpdesk@sceis.sc.gov. Detailed instructions are provided in the template on the instructions tab. Please be sure to review and carefully consider these instructions prior to submission of this information to SCEIS.

It is important to remember that absence and/or attendance information that has not been entered into SCEIS for the hazardous weather event may result in missing time for your non-exempt employees.

We hope this assists your agency in recording employee absences for the recent weather events. If you have questions, please don't hesitate to contact your State Human Resources Division Consultant at 803-896-5300, or to contact the SCEIS Help Desk by phone at 896-0001 or by email at <http://sceis.sc.gov/requests>.

Thank you,
The SCEIS Team