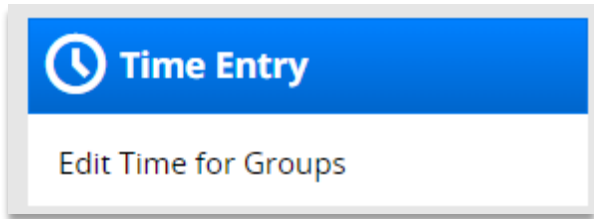
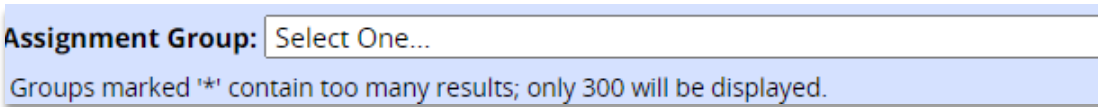
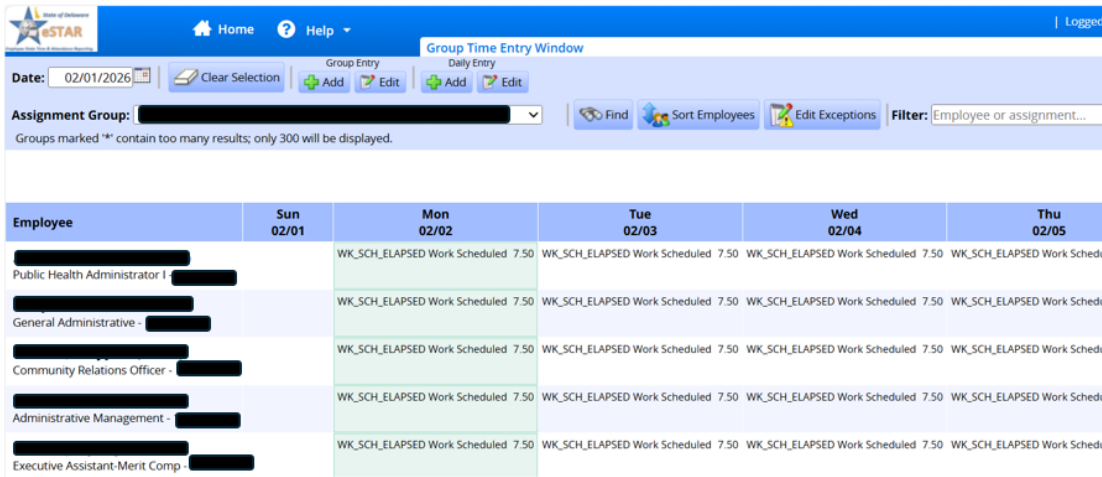

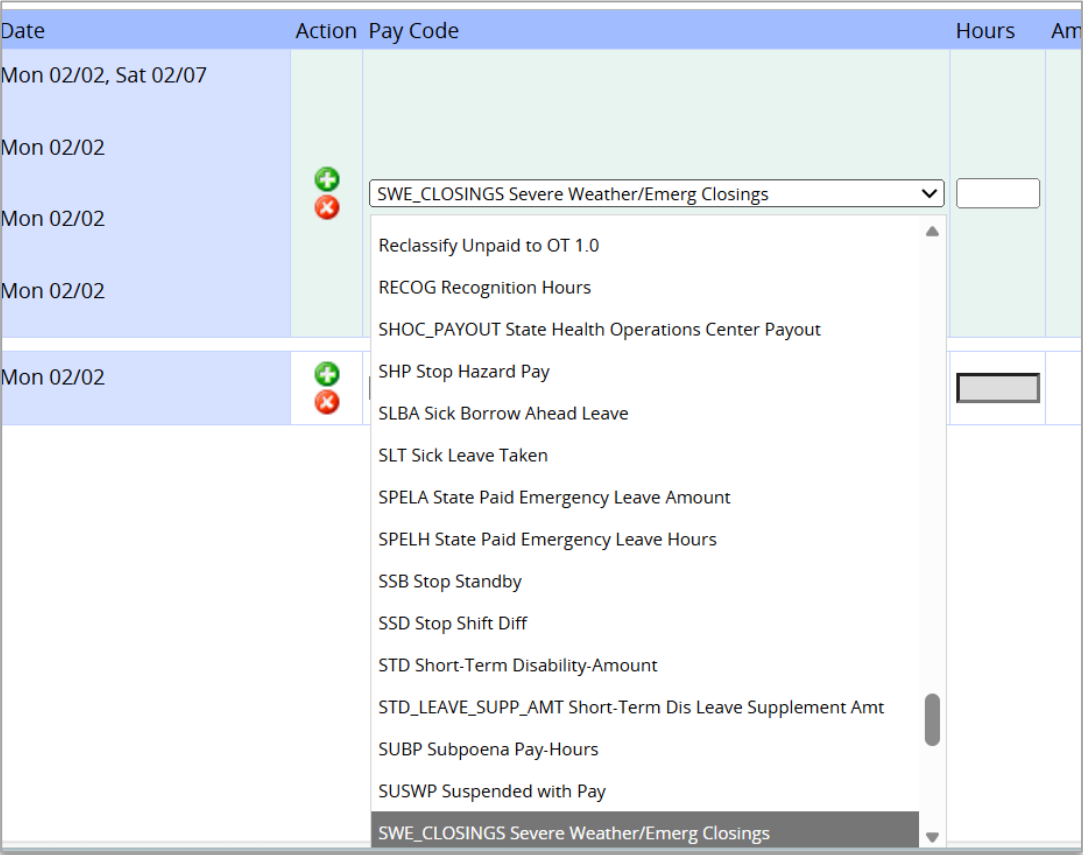


Job Aid 27: Enter Time by Groups- SWCE Coding.

Use **SWE_CLOSINGS** Severe Weather/Emerg Closings (SWC paycode)- for non-essential employees.
Use **SWE_WORKED** Severe Weather/Emerg Worked (SWW paycode)- for essential employees who worked during the SWCE event.

1.	<p>Go to Edit Time for Groups.</p> 																																				
2.	<p>Select the Assignment Group from drop-down.</p> 																																				
3.	<p>Click on the employees that you need to add the SWCE paycode on the SWCE date.</p>  <table border="1"> <thead> <tr> <th>Employee</th> <th>Sun 02/01</th> <th>Mon 02/02</th> <th>Tue 02/03</th> <th>Wed 02/04</th> <th>Thu 02/05</th> </tr> </thead> <tbody> <tr> <td>Public Health Administrator I - [REDACTED]</td> <td></td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> </tr> <tr> <td>General Administrative - [REDACTED]</td> <td></td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> </tr> <tr> <td>Community Relations Officer - [REDACTED]</td> <td></td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> </tr> <tr> <td>Administrative Management - [REDACTED]</td> <td></td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> </tr> <tr> <td>Executive Assistant-Merit Comp - [REDACTED]</td> <td></td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> <td>WK_SCH_ELAPSED Work Scheduled 7.50</td> </tr> </tbody> </table>	Employee	Sun 02/01	Mon 02/02	Tue 02/03	Wed 02/04	Thu 02/05	Public Health Administrator I - [REDACTED]		WK_SCH_ELAPSED Work Scheduled 7.50	WK_SCH_ELAPSED Work Scheduled 7.50	WK_SCH_ELAPSED Work Scheduled 7.50	WK_SCH_ELAPSED Work Scheduled 7.50	General Administrative - [REDACTED]		WK_SCH_ELAPSED Work Scheduled 7.50	WK_SCH_ELAPSED Work Scheduled 7.50	WK_SCH_ELAPSED Work Scheduled 7.50	WK_SCH_ELAPSED Work Scheduled 7.50	Community Relations Officer - [REDACTED]		WK_SCH_ELAPSED Work Scheduled 7.50	WK_SCH_ELAPSED Work Scheduled 7.50	WK_SCH_ELAPSED Work Scheduled 7.50	WK_SCH_ELAPSED Work Scheduled 7.50	Administrative Management - [REDACTED]		WK_SCH_ELAPSED Work Scheduled 7.50	WK_SCH_ELAPSED Work Scheduled 7.50	WK_SCH_ELAPSED Work Scheduled 7.50	WK_SCH_ELAPSED Work Scheduled 7.50	Executive Assistant-Merit Comp - [REDACTED]		WK_SCH_ELAPSED Work Scheduled 7.50	WK_SCH_ELAPSED Work Scheduled 7.50	WK_SCH_ELAPSED Work Scheduled 7.50	WK_SCH_ELAPSED Work Scheduled 7.50
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4.	<p>Click on “Add” from the Group Entry selection.</p> 																																																																																															
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