

Special Situations – State of Emergency

State of Emergency

When UD declares a State of Emergency (SOE), non-exempt employees deemed **essential workers** must be paid double-time for hours worked during the SOE.

For this example, an SOE was declared on 1/16 from 5:00am to 10:00pm. The worker was deemed essential.

1. The employee's time populates from their schedule or they can enter hours worked outside of their regular schedule
2. On the 1/16 **Regular Time** row, click the  button to add new row
3. On the new row:
 - a. **Entry Code** - select **State Of Emergency Eligibility Indicator** with the dropdown arrow
 - b. Click the **SOE** checkbox
 - c. Hours will be **0.00**; you cannot update this (the system will adjust the pay automatically)
 - d. **Comments** are optional
4. Click the **Save** button

Date	Entry Code	Hours	Override Rate	Adjust Reason	Comments	Speed Type	Account	Class	Project	Userfield	soe
Tue 01/16	Regular Time	06:00 am - 09:00 am	0.00			BCCR212111 R/E ICE ARENA UBIT	123000 SALARIED STAFF FULL-TIME	403 CLASS 403			
	Regular Time	09:00 am - 12:00 pm	0.00			BCCR212111 R/E ICE ARENA UBIT	123000 SALARIED STAFF FULL-TIME	403 CLASS 403			
	Regular Time	01:00 pm - 05:30 pm	0.00			BCCR212111 R/E ICE ARENA UBIT	123000 SALARIED STAFF FULL-TIME	403 CLASS 403			
	State Of Emergency Eligibility Inc™	0.00	0.00								<input checked="" type="checkbox"/>

5. The **Results** tab shows the **Employee Regular Hours** and **State of Emergency** pay and SOE Overtime for hours worked outside their schedule on 1/16. The system added the State of Emergency pays automatically to give the employee double-time pay.

D...	Work Date	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate	Speed Type	Account	Class
Tue	01/16/2024	HR Assistan...	Regular Time	7.50	0.00	162.23	21.63	BCCR212111	123000	403
Tue	01/16/2024	HR Assistan...	SOE Overtime	3.00	0.00	64.89	21.63	BCCR212111	125000	000
Tue	01/16/2024	HR Assistan...	State Of Emergency	4.00	0.00	86.52	21.63	BCCR212111	123000	403