
Inclement Weather Workday Instructions

Below are the instructions for entering Inclement Weather pay (IP) into Workday for hourly, nonexempt, and exempt employees. Please refer to these instructions in the event of a delayed opening or closing of the University due to inclement weather.

- Hourly Employees:
 - Essential – log hours worked in TCP or Workday
 - Manager – change hours worked to Inclement Weather Essential for tracking purposes of knowing that this employee needs Essential Pay
 - Non-essential – log hours scheduled to work into TCP or WD as inclement weather

- Nonexempt Employees:
 - Essential – log hours worked in TCP or Workday
 - Manager – change hours worked to Inclement Weather Essential for tracking purposes of knowing that this employee needs Essential Pay
 - Non-essential – request Inclement Weather Time Off in Workday/TCP

- Exempt Employees:
 - Essential/Remote – work your hours normally
 - Non-essential – request Inclement Weather Time Off in Workday/TCP

If you have any questions, please contact an Absence Partner through Human Resources Leave at hrleave@uark.edu or 575-5351.