Submitting Weather Flex in Kronos

“Open with Weather Flex” is an operating status that may be announced in the event of adverse weather. When an eligible employee uses Weather Flex, the time should be submitted in Kronos.

Please visit the Adverse Weather and Emergency Events Policy to learn more about “Open with Weather Flex” operating status and to determine if you are required to report to work. If you have questions about your employee status, please contact your HR representative.

1) Access Kronos at go.gwu.edu/trs.
2) Your initial view depends on your user type in Kronos (e.g., employee, manager or timekeeper). If the “My Calendar” widget is not open on your home screen, click on “My Calendar” from the blue side bar panel.

3) Click on Request Time Off.
4) Select Weather Flex from the drop down box.

5) Enter the A) start date B) end date C) start time and D) daily amount. Click Submit.
   **Tip:** Daily amount is the number of your scheduled hours for which you did not work during an “Open with Weather Flex” operating status.

   **Tip:** Non-exempt employees: If you work a partial day and use weather flex for your remaining hours, please be sure to clock-in and clock-out for the time you worked. Then submit your Weather Flex hours to ensure that you are paid for a full day based on your regularly scheduled hours.

   **Tip:** The daily amount field defaults to 8 hours so be sure to enter the correct number of Weather Flex hours used.

6) Weather Flex is auto-approved. Managers do not need to take an action in Kronos; however, managers will receive an email alert that Weather Flex was submitted.

   **Tip:** Non-exempt employees: If you work a partial day and use weather flex for your remaining hours, please be sure to clock-in and clock-out for the time you worked. Then submit your Weather Flex hours to ensure that you are paid for a full day based on your regularly scheduled hours.

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In the event that the university announces an "Open with Weather Flex" operating status, scheduled and approved paid time off or paid leave (e.g., Paid Parental Leave, Short Term Disability) will take precedence. The submitted and approved hours in Kronos for paid time off requests (e.g., annual time, sick time) will be deducted from the employee's respective paid time off balance.