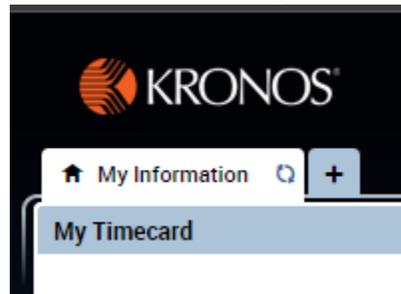




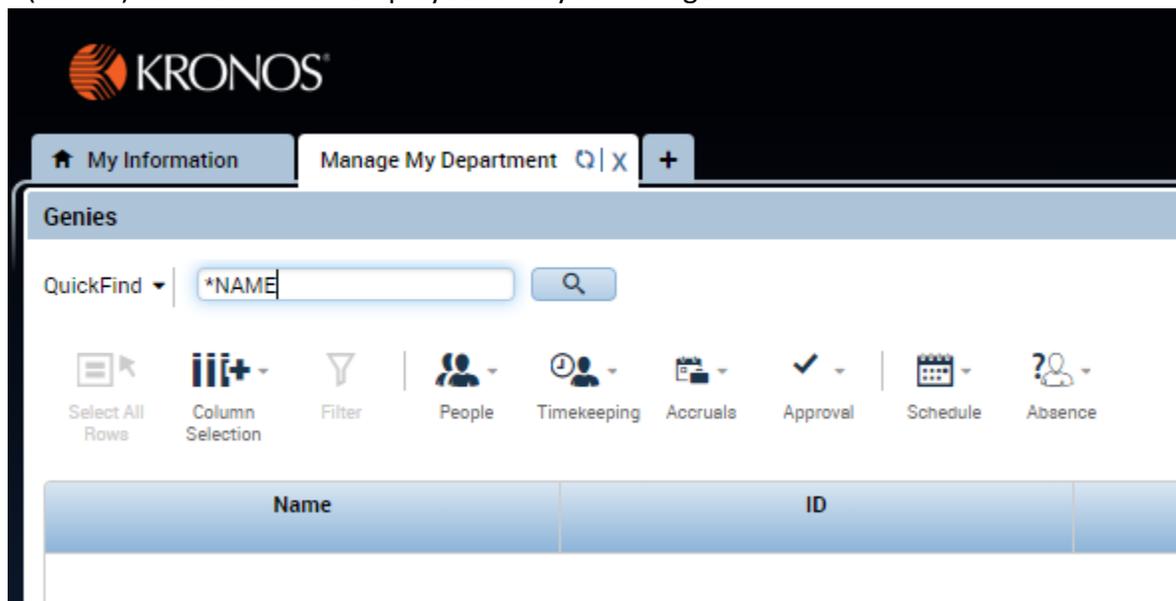
Entering LWGOV – Governor Granted Time Off

Supervisors entering LWGOV for occasions when certain tiers of employees are granted time off by the Governor for certain circumstances; typically done in the case of inclement weather. Supervisors will follow the below steps to enter this time for their employees:

- 1) Log into WFC, select the “+” icon, and then select “Manage My Department”



- 2) Enter the name of the employee for whom you will be entering time. Conversely, you can select the “” (search) icon to show all employees that you manage.



- 3) Select an individual employee and go to their timecard by double-clicking on their name.
- 4) Navigate to the day in question by looking for the date in the third column.
- 5) Drop-down the menu in the “Pay Code” column next on the date in question. If the system column does not allow this, create another row on that date by selecting the “+” icon in the first column on that date row. This will typically only be necessary if the employee reported to work for a partial shift and “clocked” in.
- 6) On the drop-down menu, select “Governor Granted Time Off”. This is the “LWGOV” code equivalent.



- 7) In the next column, enter the total number of hours for the employee, i.e. 8 for a daily 8 hour employee, 7.5 for a daily 7.5 hour employee, or a partial amount of time if appropriate.
- 8) Enter the scheduled start time in the first “In” column.
- 9) Save – you have completed the process.

		Date	Schedule	Pay Code	Amount	In	
+	x	Fri 1/29	8:00AM-4:30PM			7:54AM	
+	x	Sat 1/30					
+	x	Sun 1/31					
+	x	Mon 2/01	8:00AM-4:30PM			7:55AM	
+	x	Tue 2/02		Vacation	8.0		
+	x		8:00AM-4:30PM				
+	x	Wed 2/03	8:00AM-4:30PM			7:53AM	
+	x	Thu 2/04	8:00AM-4:30PM			7:54AM	
+	x	Fri 2/05	8:00AM-4:30PM			7:56AM	
+	x	Sat 2/06					
+	x	Sun 2/07					
+	x	Mon 2/08	8:00AM-4:30PM			8:00AM	
+	x	Tue 2/09	8:00AM-4:30PM	Governor Granted Time Off	8.0	8:00AM	
+	x						
+	x	Thu 2/11	8:00AM-4:30PM				

- 10) Note that an employee’s lunch break will only be deducted if the employee works 6 or more hours. For information on adjusting break times see the job aid [HERE](#).