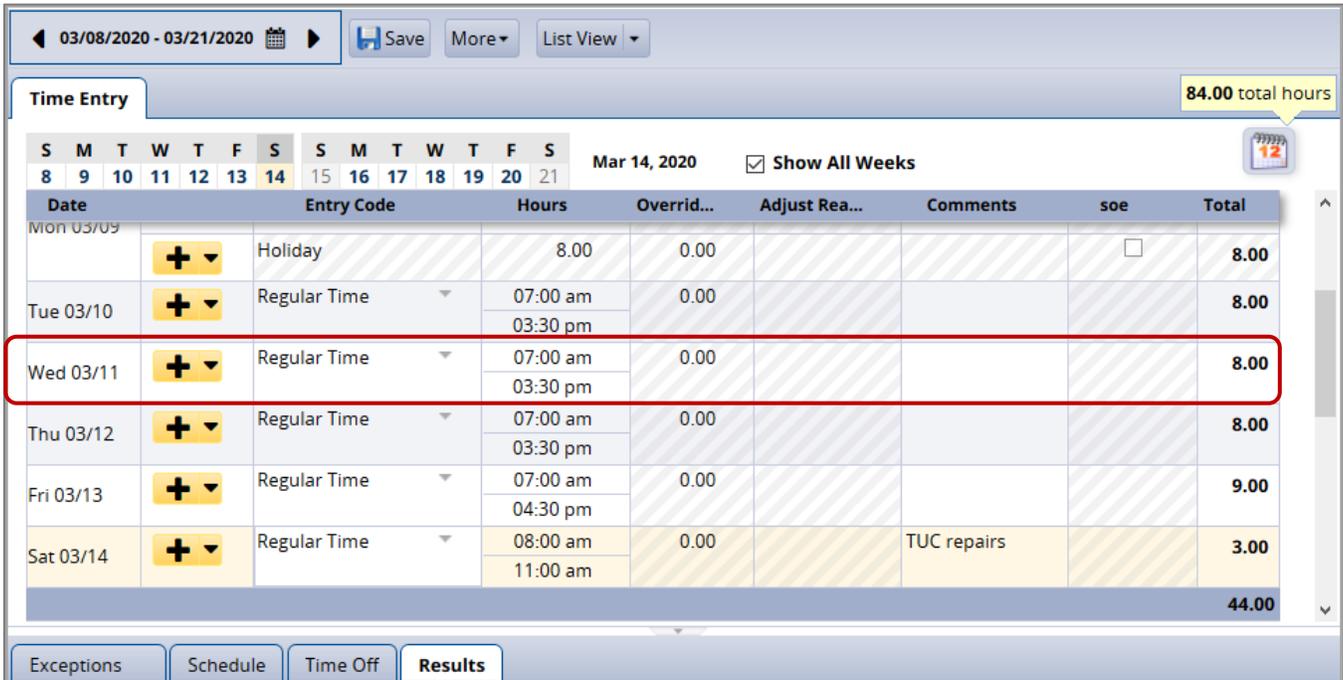State of Emergency (SOE) Pay in UD WorkForce is **calculated automatically** based on the timeframe of the declared emergency. No need for you to make any extra entries. You will be paid double-time during the SOE.
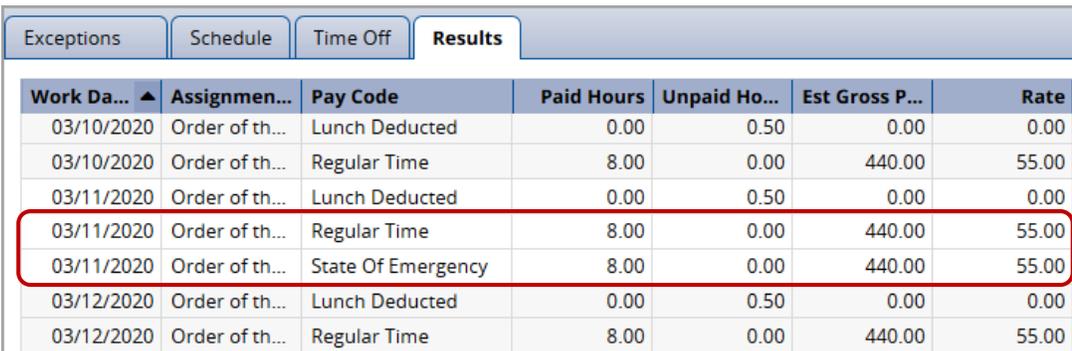
1. On the Home Screen, click **My Timesheet** from the Time Entry box.

2. Enter your in and out times on the **Regular Time** row as usual.
    - The day with SOE is Wed. March 11th from 6 am to 4 pm.
    - The timesheet does not reflect the SOE.
    - The SOE is shown in the **Results** tab.

3. Add **Comments** (optional) for a time slice if needed (example on 3/14)

4. Click **Save** button

> In this example, the work schedule is Mon. to Fri. 7:00am - 3:30pm

5. Click the **Results** tab to see the auto-calculated **State of Emergency** pay for 3/11.

Work Da... ▲	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate
03/10/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00
03/10/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00
03/11/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00
03/11/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00
03/11/2020	Order of th...	State Of Emergency	8.00	0.00	440.00	55.00
03/12/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00
03/12/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00

> On the **Results** tab, 3/11 has both **Regular Time** and **State of Emergency** hours to create the double-time pay.