

eTime Guide for Timekeepers and Approvers

New Pay Code: 2021 COVID Leave Instructions

- Open the employee's timesheet.
- Click the "+"  to add a row for the desired day.
- From the Pay Code dropdown select "2021 COVID Leave Temp"



- If the absence is for an COVID related reason (see below) enter the number of hours an employee would normally be scheduled to work, e.g. 7.75, 8.00, 10.00, etc.^{1, 2, 3} If a part-time employee enter their hours based on FTE or the employee's normal schedule. The total for the week for a part-time employee should not exceed their assigned FTE.

For the reasons provided below 2021 COVID Leave may **ONLY** be used in **full-day** increments. *If the absence is child-care related go to next bullet point.*

1. Employee is diagnosed COVID-19 positive and is subject to a quarantine or isolation order,
2. Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis and/or COVID-19 testing for confirmation,

¹ In order to use 2021 COVID Leave an employee will be required to apply for and be approved for the leave time. While an employee is working through the approval process a department may go ahead and code the employee's timesheet with the leave time. If an employee fails to complete the approval process an amended timesheet will need to be submitted to remove those hours and replace them with accrued leave time or if no accrued leave time is available, the time will be unpaid.

² If an employee is sent home or leave work during the normally scheduled work day, the hours in which the employee is absent for the initial partial day may be covered by 2021 COVID Leave as an exception to the full-day increment requirement.

³ 2021 COVID Leave is paid at 2/3's an employee's regular rate of pay. An employee may supplement the remaining 1/3 with accrued leave time (sick, annual, comp earned). A department only needs to code the timesheet with 2021 COVID Leave. Accrued leave time does not need to be added to the timesheet. If an employee elects to use accrued leave time and stated the order in which said leave is to be used, a computer program will make the necessary calculations, reduce an employee's leave bank in order for the employee to be paid at 100%.

3. Employee is a close contact with an infected individual within their own household and is subject to a quarantine order,
4. Employee is a close contact with an infected individual outside their household (including worksite exposure) and is subject to a quarantine order,
5. Employee received a COVID-19 vaccination within the last two weeks (14-day period) and is experiencing side effects from the COVID-19 vaccine,
6. Employee has been instructed by a COVID-19 Support Program case manager to isolate or quarantine for any other reason not referenced above.

Date	Pay Code	Clock Pay Code	Hours	St
Sun 01/17	+ ▾ Clock Time			
Mon 01/18	+ ▾ Clock Time			
	+ ▾ Holiday		8.00	
Tue 01/19	+ ▾ 2021 COVID Leave Temp		8.00	
Wed 01/20	+ ▾ 2021 COVID Leave Temp		8.00	
Thu 01/21	+ ▾ 2021 COVID Leave Temp		8.00	
Fri 01/22	+ ▾ 2021 COVID Leave Temp		8.00	
Sat 01/23	+ ▾ Clock Time			

- If the absence is for child-care reasons (see below) enter then number of hours an employee missed.^{1,3} The time must be taken in no less than 1-hour increments.
 - Employee is caring for a child(ren) under 18 years old whose physical school building or place of care has been closed, or the childcare provider of child(ren) is unavailable, due to COVID-19 precautions.

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Date	Pay Code	Clock Pay Code	Hours	Start Ti...	End Time	Amount	Comments	Total
Sun 01/17	+ Clock Time							
Mon 01/18	+ Clock Time							
	+ Holiday		8.00					8.00
Tue 01/19	+ 2021 COVID Leave Temp		2.00					2.00
	+ Clock Time			10:00 am	05:00 pm			
	+ Regular		6.00					6.00
Wed 01/20	+ Clock Time							
Thu 01/21	+ Clock Time							
Fri 01/22	+ Clock Time							
Sat 01/23	+ Clock Time							
						0.00		16.00

- Save the changes.

As of January 1, 2021 employees are no longer eligible for COVID Admin Leave unless a request is submitted, reviewed and approved by the department's assigned HR Business Partner.

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