Reason for Using the COVID-19 Time Off Request

Response to the COVID-19 outbreak has continued to evolve and what follows is guidance on pay continuation while unable to work for reasons related to the novel coronavirus. Before proceeding with pay continuation requests, you should first talk with your supervisor to explore how your work may still be accomplished. Through April 3, 2020, if it is determined that no options will work in your situation, your supervisor (or time approver) should enter the “571-COVID Adjunct Non-exempt” paycode as an employee Schedule edit and existing paid time off balances will not be charged*.

You may be eligible for pay continuation if you are unable to work for COVID-19 related reasons including:

1. You have been diagnosed with COVID-19;
2. You are in self-isolation or quarantine because you were exposed to COVID-19 or a family member was exposed or diagnosed with COVID-19;
3. Your child’s school is closed and you have no other childcare options.
4. Your hours have been reduced and/or you are unable to perform your duties remotely.

If you are unable to work for reasons other than those stated above, please discuss options with your supervisor and campus HR.

*Effective date and eligible uses are subject to change. Please refer to your campus FAQs for the most up-to-date information regarding the use of this code use.

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1. Open up the shift edit panel by right clicking in the employee’s specific shift cell that you want to change.

2. Select the **Add Paycode** action to add the pay type to a shift.

3. Modify any default option as required:

   **Effective Date**: Select the **Effective Date** to define when to apply the paycode.

   **Paycode**: Select **571-COVID Adjunct NonExempt**

   **Start Time**: Specify when the paycode should take effect in the schedule as (hh:mm). For example, 8:00am.

   **Duration**: allows you to enter a duration, such as full day (if a schedule exists) or **Specify Amount** per day as (hh:mm). For example: 3:00.

   **Repeat For**: Enter the number of consecutive days to **Repeat** the paycode. This value is in continuous days and does not skip holidays or weekends (so remember to enter each week separately!)

4. Select **Comment** to choose a Comment from the list of configured comments and add it to the paycode. Type in the **Note** text box to add a personalized note to the comment – such as the specific reason the COVID code is being used.

5. Click **Apply**.

6. **Save** your changes on the main schedule page.