Enter COVID-19 Time on the Timesheet

The COVID-19 code should not be used for any time prior to March 17, 2020. This is the effective date of the COVID-19 policy.

**COVID-19 Emergency Leave Entry**

1. Navigate to your timesheet.

2. Enter the numbers of hours to be processed in the Quantity field.
   **WARNING:** In/Out punch fields should be blank. If values appear, remove them.

3. Select the Time/Absence Code field based on your employment type.
   - Biweekly (unless listed below) – EMRGY
   - Grad Asst non-exempt (biweekly) - EMRPY
   - Fellow non-exempt (biweekly) – EMPAY
   - Monthly - EMGPY

4. Click Submit.

**View COVID-19 Balance**

1. On the Absence Balances tab, in the left side bar, see Posted and Projected balances.
   a. **Posted Leave Balances** show balance totals as of the last completed payroll (Available Balance)
   b. **Projected Balances** shows all absences that have been entered, approved and run through overnight processing, for the current and/or future pay periods.