Enter COVID-19 Emergency Leave Time on the Timesheet

**WARNING for monthly and biweekly employees:** Timesheets are unavailable for entry after 11:59 pm on the Monday following the end of the biweekly pay period (see dates here). If the deadline is missed, reach out to your payroll coordinator for assistance.

### 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

**NOTE:** Any COVID-19 leave used during April has been deducted from the available 80 hours.
- Absence balance will not view accurately until after May 10 (if viewing on the timesheet change the view to *Day* and the date to 5/3 to view an accurate balance prior to May 10).

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.