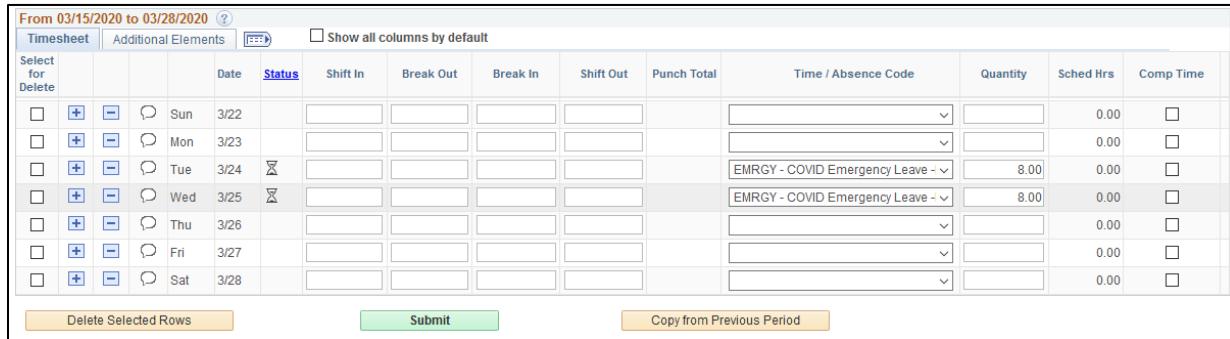


Enter COVID-19 Emergency Leave Time on the Timesheet

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.

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.

Projected Balances for Mar 15 to Mar 28 - 03B as of 03/25/2020						
Leave Type	Prior Usage/Adj	Beginning Balance	Current Usage	Current Balance	Future Usage	Future Balance
Vacation	0.00	124.00	0.00	124.00	0.00	124.00
Pers-Holiday	0.00	36.00	0.00	36.00	0.00	36.00
Legal-Holiday	0.00	64.00	0.00	64.00	0.00	64.00
COVID-19 Leave	0.00	0.00	80.00	80.00	0.00	80.00