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.