

Payroll Guidance for Regular Payroll Timekeepers

Situation	Reason	Details	Classified	Unclassified (UHP + Man/Con)
Reporting to Work		Normal Duties	Record Hours Worked or punches	
		Reassigned Duties		
Telecommuting	Pre-COVID Telecommuting Agreement	Normal Duties	Record Hours Worked or punches	
	Quarantine	Level 3 Travel	Record Hours Worked or punches and add comment "COVID-Quarantine"	
		Household Member COVID Symptoms/Diagnosis		
		Physician Recommendation Due to Exposure or Underlying Condition		
		Employer Sent Home Due to Exposure		
	Self Distancing with Management Approval	Recovery Following Illness	Record Hours Worked or punches and add comment "COVID-Telework"	
		Employee or Employer Request for Social Distancing		
	Recommendation of Primary Care Physician	Childcare/Eldercare/Transportation	Record Hours Worked or punches and add comment "COVID-Childcare"	
Caregiver Needs		Caregiver for sick immediate family member	Record Hours Worked or punches and add comment "COVID-Caregiver"	
Unable to Work and/or Telecommute	Quarantine	Voluntary Travel to an Affected State	Use PL and Vacation paycodes (in that order) and add comment "COVID-Quarantine". Sick and Comp Time cannot be used. If employee has exhausted PL and Vacation, then they must use Unpaid Leave paycode and comment "COVID-Quarantine".	
		Level 3 Travel	Record '421 - Paid Leave' up to 14 days and add comment "COVID-Quarantine"	
		Household Member COVID Symptoms/Diagnosis		
		Physician Recommendation Due to Exposure		
		Employer Sent Home Due to Exposure		
	Physician Recommendation Due to Employee's Own Underlying Medical Condition During Pandemic	Record '421 - Paid Leave' up to 14 days and add comment "COVID-Quarantine"	Use accrued time paycode and add comment "COVID-Quarantine"	

	Sickness	Out Sick unrelated to COVID	Use accrued time paycodes		
		Called out Sick due to COVID symptoms without medical documentation	Record '421 - Paid Leave' up to 14 days and add comment "COVID-Sickness"	Use accrued time paycodes and add comment "COVID-Sickness"	
		Called out Sick due to COVID symptoms with medical documentation	Record '421 - Paid Leave' up to 14 days and add comment "COVID-Sickness"		
		Out Sick due to COVID diagnosis			
		Employer sent home due to COVID symptoms			
	Caregiver Needs	Sick immediate family member - unrelated to COVID	Use accrued time paycodes		
	Childcare/Eldercare/Transportation	School/daycare/eldercare closings	With management approval, Record '421 - Paid Leave' up to 14 days and add comment "COVID-Childcare"	Use accrued time paycode (excluding sick) and add comment "COVID-Childcare"	
		Transportation disruptions			
	Prescheduled Time Off	Pre-approved vacation, comp, or personal time (non COVID)	Use accrued time paycode (excluding sick)		
	Time Off with Management Approval	Employee COVID Concerns (i.e. health condition, age, family, etc.)	Use accrued time paycode and add comment "COVID-Other Concerns"		
Lack of Work	Employee sent home due to lack of work with no ability to telecommute	Record '421 - Paid Leave' until reassigned and add comment "COVID-Lack of Work"			

Payroll Guidance for Student & Special Payroll Timekeepers		
Situation	Reason	Time Entry
Reporting to Work	Normal Duties	Record Hours Worked or punches
	Reassigned Duties	
Telecommuting		Record Hours Worked or punches and add comment "COVID-Telework"
Unable to Work and/or Telecommute		No time entry: These employees only receive pay for hours worked.