

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	Telecommuting Agreement on File	Normal Duties	Record Hours Worked or punches	
	Quarantine	Known high-risk exposure and cannot report to work per decision tree protocol	Record Hours Worked or punches and add comment "COVID-Quarantine"	
		Continuous high-risk exposure and cannot report to work per decision tree protocol		
		COVID positive but well enough to work remotely		
	Childcare/Eldercare	Due to Childcare/Eldercare	Record Hours Worked or punches and add comment "COVID-Childcare"	
Caregiver Needs	Caregiver for immediate family member sick with COVID symptoms or following a COVID+ test	Record Hours Worked or punches and add comment "COVID-Caregiver"		
Unable to Work and/or Telecommute	Quarantine	Known high-risk exposure and cannot report to work per decision tree protocol	Record *421 - Paid Leave up to max available and add comment "COVID-Quarantine"	
		Continuous high-risk exposure and cannot report to work per decision tree protocol		
	Sickness/Isolation	Out Sick unrelated to COVID	Use accrued time paycodes	
		Out due to COVID symptoms	Record *421 - Paid Leave up to max available and add comment "COVID-Sickness"	
		Out due to COVID+ diagnosis following decision tree protocol		
	Caregiver Needs	Sick immediate family member - unrelated to COVID	Use accrued time paycodes	
	Childcare/Eldercare	School/daycare/eldercare closings	With management approval, Record *421 - Paid Leave up to max available and add comment "COVID-Childcare"	Use accrued time paycode (excluding sick) and add comment "COVID-Childcare"
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"		

***421 Paid Leave cannot exceed the employee's biweekly FTE. Please see instructions on how to run a KRONOS report to review employee usage. Once 421 entitlement is exhausted, employee may use own accruals.**

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.