



Employee Time Entry – COVID 19 Special Guide

There are no special reporting requirements in Workforce for recording your time worked while working remotely during this period of the COVID-19 pandemic.

TIME ENTRY

- Click on the *My Timesheet* link in the Time Entry box.
- Enter your in/out times for the week in the Reg Hrly Pay row
 - Enter your time in and out to reflect the actual times you work. Do NOT enter time to match your regular schedule.

INSERT A NEW ROW:

- When you have more than one time In/Out for the sameday, or need a row to report Paid Time Off you must insert another row on the timesheet.
 - Click the plus sign **+** to the left of the Pay Code to insert the row.
 - Choose appropriate pay code and record time. Click **triangle to right** of *Reg Hrly Pay Code* for a list of pay codes. Do not click triangle to left of Pay Code.

SPECIAL PAY CODES FOR COVID-19 RELATED REPORTING (Beginning APRIL 1, 2020)

- You will see a new Paid Time Off box labeled “COVID-Sick”. It will have a 10-day balance.
- Employees who are themselves sick with COVID-19 and are unable to work will use the new time off pay code “COVID-Sick Self”. Full Time employees are eligible for a maximum of 80 hours.*
 - To use, add a row, select the pay code “**COVID-SICK SELF**”.
 - Must be used in 1-day increments
 - You will be paid your full hourly rate for this. Maximum \$511 PER DAY
- Employees who are not sick but are caring for someone who is sick with COVID-19, or who have children to care for while schools and day cares are closed, and unable to work or telework will use the new time off pay code “COVID-Family Care”. Full time employees are eligible for a maximum of 80 hours.*
 - To use, add a row, select the pay code “**COVID-FAMILY CARE**”.
 - Must be used in 1-day increments
 - You will be paid at 2/3 of your normal hourly rate. Maximum \$200 PER DAY
 - To get full pay, you must use the regular “Sick” pay code instead. Please note: accrued sick time may not be used for childcare needs due to COVID-19 related closures of your child(ren)’s school, daycare, or childcare provider.

- Employees who are not sick and who are not caring for anyone who is sick with COVID-19, but have children home from school because schools and day cares are closed, will use the new time off pay code “COVID-Child Care”.
 - Allows for up to 10 weeks of paid time off to care for children while schools are closed due to COVID-19
 - You must present proper documentation to HR to be eligible for this special leave
 - You will be paid at 2/3 of your normal hourly rate. Maximum \$200 PER DAY
 - Must be used in 1-day increments
 - To use, verify time has been loaded to your bank. Add a row, select the pay code “**COVID-CHILD CARE**”. Enter 1. WF will convert it to hours matching your schedule for the day.

ADDING COMMENTS

Adding comments to your timesheet is not required. However, please feel free to use the comments field to provide additional information, but do not add comments pertaining to medical conditions, diagnoses or treatments.

***The 80 hours for your own actual illness OR the illness of a family member is capped at 80 hours total for full time employees. Employees are only eligible for up to a total of 80 hours emergency paid sick leave under the Families First Coronavirus Response Act. Both “COVID-Self” and “COVID-Family” draw from the “COVID-Sick” PTO balance.**

***Part Time employees will enter 1 day. The number of hours paid each day are based on your schedule in Workforce. This can be viewed under the “Schedule” tab on your timesheet.**

For questions regarding eligibility to use these special pay codes, contact Human Resources at 740-593-1636, or email uhr@ohio.edu

For Workforce specific questions, contact Payroll at 740-593-1859, or email giesekin@ohio.edu

All Workforce training documents can be found at <https://www.ohio.edu/hr/resources/hr-system-training>