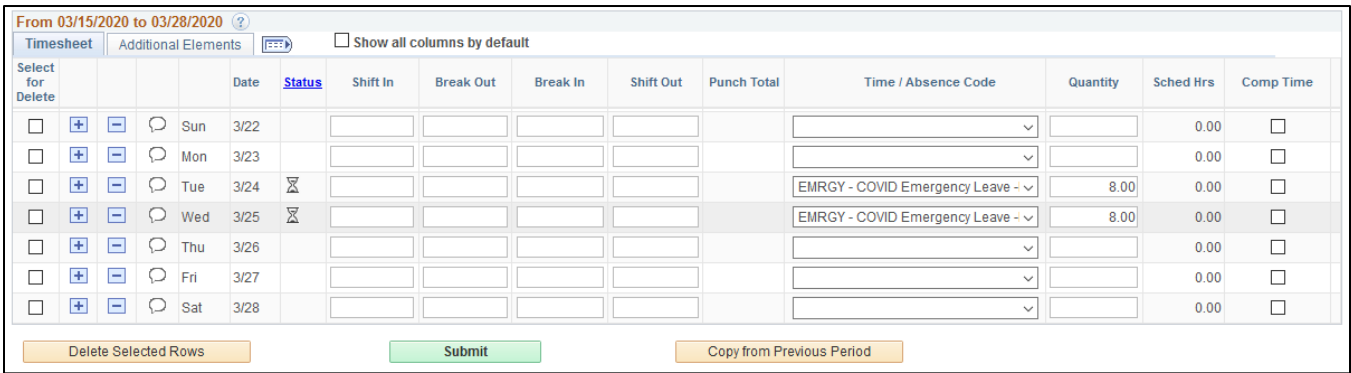


Enter COVID-19 Time on the Timesheet

COVID-19 Emergency Leave Entry

- Navigate to your [timesheet](#).
- 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.
- Select the *Time/Absence Code* field based on your employment type.
 - Biweekly (unless listed below) – **EMRGY**
 - Grad Asst non-exempt (biweekly) & Student Hourly - **EMRPY**
 - Fellow non-exempt (biweekly) – **EMPAY**
 - Monthly - **EMGPY**
- Click **Submit**.



Select for Delete			Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Sched Hrs	Comp Time
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sun	3/22								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Mon	3/23								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Tue	3/24	⌘					EMRGY - COVID Emergency Leave - v	8.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Wed	3/25	⌘					EMRGY - COVID Emergency Leave - v	8.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Thu	3/26								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Fri	3/27								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sat	3/28								0.00	<input type="checkbox"/>

Buttons: Delete Selected Rows, Submit, Copy from Previous Period

View COVID-19 Balance

- On the **Absence Balances** tab, in the left side bar, see Posted and Projected balances.
 - Posted Leave Balances** show balance totals as of the last completed payroll (Available Balance)
 - Projected Balances** shows all absences that have been entered, approved and run through overnight processing, for the current and/or future pay periods.

Leave Type	Prior Usage/Adj i	Beginning Balance i	Current Usage i	Current Balance i	Future Usage i	Future Balance i
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