

Update to the COVID-19 Leave Monthly Processing 4/3/20

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📎 2 attachments (396 KB)

COVID-19 LEAVE ENTRY.docx; COVID-19 Leave Monthly Processing Considerations and Entry;

Hello All,

Update to the COVID-19 Leave Monthly Processing:

After our email (attached) was sent yesterday we received additional information regarding leave entry via a Timesheet:

- No monthly employee is able enter COVID leave via their timesheet for the time period of 3/15-3/28/20 due to system processing issues
- **If you used COVID leave from 3/17-3/28/20 please send an email to the payroll@uwss.wisconsin.edu inbox as soon as possible**
 - please specify the number of COVID hours you used for each day between 3/15-3/28/2020
 - we will update the Timesheet on your behalf

Going forward:

- Record COVID-19 leave used through your Timesheet beginning with the current biweekly time period, 3/29-4/11/20
- Please use the attached training document created by a very thoughtful supervisor

UW-Shared Services Payroll plans to send Biweekly emails to all COVID-19 leave eligible employees with upcoming timesheet entry deadlines, which we hope will serve as gentle reminders regarding this new process.

For employees who do not need to use the COVID-19 leave, you are not required to make any entries on the new Timesheet.

All monthly employees should continue to submit your regular Monthly Leave requests for sick, vacation and personal time through the usual process. Only COVID-19 leave must be entered via the Timesheet.

Please do not hesitate to contact me if you have any questions/concerns.

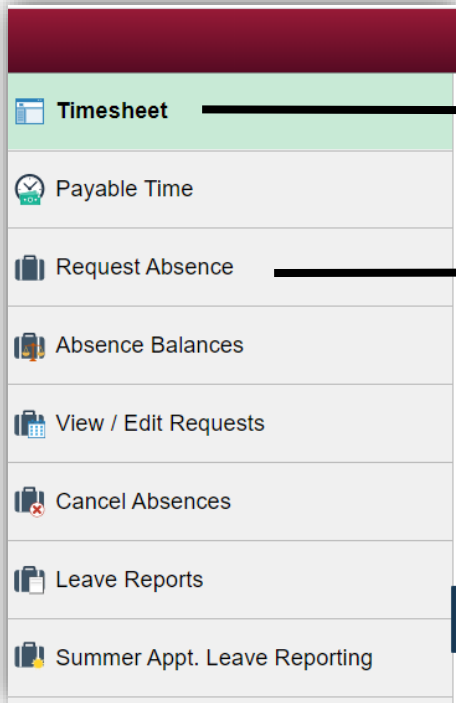
Thank you,

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COVID-19 LEAVE ENTRY



Enter COVID – 19 leave

- Enter all other leave
- Sick
 - Vacation
 - Personal
 - Etc.

The screenshot shows the Timesheet entry interface for Stefanie Stamper (Employee ID: 00460279). The interface includes a left sidebar with the Timesheet menu, a top header with employee information, and a main grid for entering time. A 'Time / Absence Code' dropdown menu is open, showing a list of codes. Two callout boxes highlight the 'EMGPY - COVID Emergency Leave -Monthly' option in the dropdown.

Time / Absence Code
ACAHW - ACA Worked Non-Paid Hours
EMGPY - COVID Emergency Leave -Monthly
ALRA (UNC)
Jury Duty (UNC)
Leave w/o Pay Approved (UNC)
Legal Holiday (UNC)
No Leave Taken (UNC)
Personal Holiday (UNC)
Sick Leave (UNC)
Vacation (UNC)