

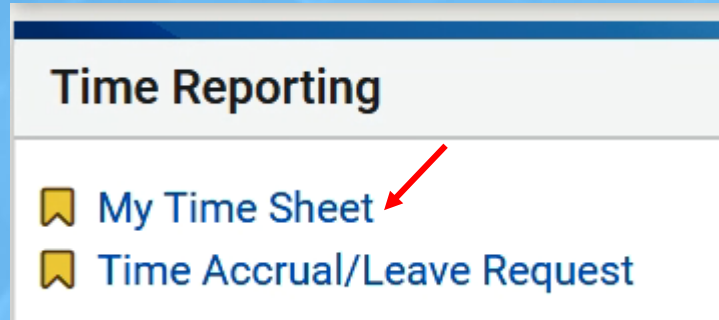


Timesheets: COVID-19 Earnings Code

PAYROLL OFFICE

How to Complete Your Timesheet

- Login to the Stockton portal.
- Click on the Employee tab.
- Click on “My Time Sheet” which is housed under Time Reporting.



- Open your timesheet

COVID-19 Earnings Code

Use the COVID-19 Earnings Code if:

- You are presently working from home pursuant to the University's Procedure #6370, Temporary Flexible Work Arrangements for COVID-19 Mitigation (Interim) or are otherwise staying home as a result of COVID-19 pandemic related reasons.
- You are an essential employee that requires access to the campus for a partial day (the COVID-19 earnings code should still be used for the entire day).

There are no changes to timesheet entry and submission if you continue to work on campus for the entire day.

COVID-19 Earnings Code

If you need to use the COVID-19 code on your timesheet, follow the steps below:

- Enter 7 hours for each day you are home, less any leave time you are utilizing (if applicable), under the COVID-19 earnings code.

This is for tracking purposes only. Accumulated time off balances will not be adjusted.

| Earning | Shift | Default Hours or Units | Total Hours | Total Units | Saturday Mar 14, 2020 | Sunday Mar 15, 2020 | Monday Mar 16, 2020 | Tuesday Mar 17, 2020 | Wednesday Mar 18, 2020 | Thursday Mar 19, 2020 | Friday Mar 20, 2020 |
|---------------------------|-------|------------------------|-------------|-------------|-----------------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|
| Comp Time Earned-Straight | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Comp Time Earned-1.5x | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Court Duty | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Personal Leave | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Paid Leave Bank | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Sick Leave | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Vacation | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| COVID-19 | 1 | 0 | 56 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | 7 | 7 | 7 |

Additional Timesheet Information

- Web time sheets should be completed by the individual employee whenever possible.
- Anyone that is working from home should put their time on the COVID-19 line on the time sheet.
- If splitting time between office and home, all hours worked that day should be entered under the COVID-19 code.
- A copy function is available on the web time sheet to duplicate time from one date to another date(s).
- Please remember to follow HR protocol including submitting your daily logs to your appropriate supervisor.
- Please note that compensatory time must be approved in advance by your supervisor, following our normal processes.
- If an employee was out on leave: maternity, disability, etc., they are to remain on that status until cleared through HR and posted on the timesheet appropriately.

Paid Sick Leave Information

- It is up to the employee if they want to use Paid Sick Leave (PSL), as long as it is in compliance with the Paid Sick Leave procedure.
- If the employee is using PSL, the employee should post the time themselves or provide written authorization to charge the time on their behalf.
- Ensure hourly employees **do not submit more Paid Sick Leave than is available.**
- Paid Sick Leave must be used in quarter-hour increments. If an hourly employee has a PSL balance of 2.74 hours, only 2.5 of the hours can be used. If an employee has a balance of 8.7, only 8.5 hours can be charged.
- To confirm available leave balances, click on the Leave Balance link in the last column in Self Service for the respective employee.

Questions? Contact the Payroll Office:
Payroll@Stockton.edu