

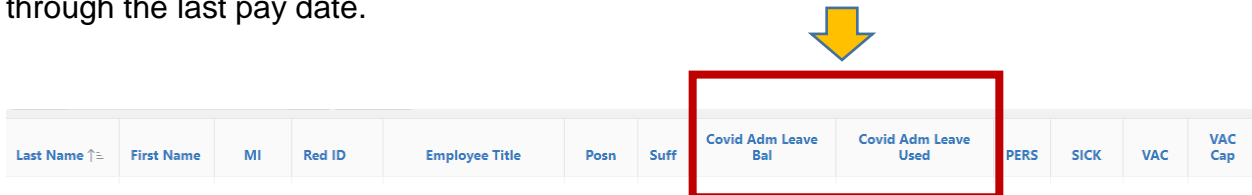
## COVID-19 Administrative Leave Tracking Guidance

The following is a guide to assist supervisors track and record COVID-19 paid administrative leave. Employees have been assigned a bank of Administrative Leave Hours that may be used if the employee qualifies for administrative leave per the policy guidelines and it has been approved by the supervisor and PI/Program Director. The supervisor will enter the time in Workforce for the employee.

### Tracking Usage of COVID-19 Paid Administrative Leave

#### *MyRF Leave Balance Report*

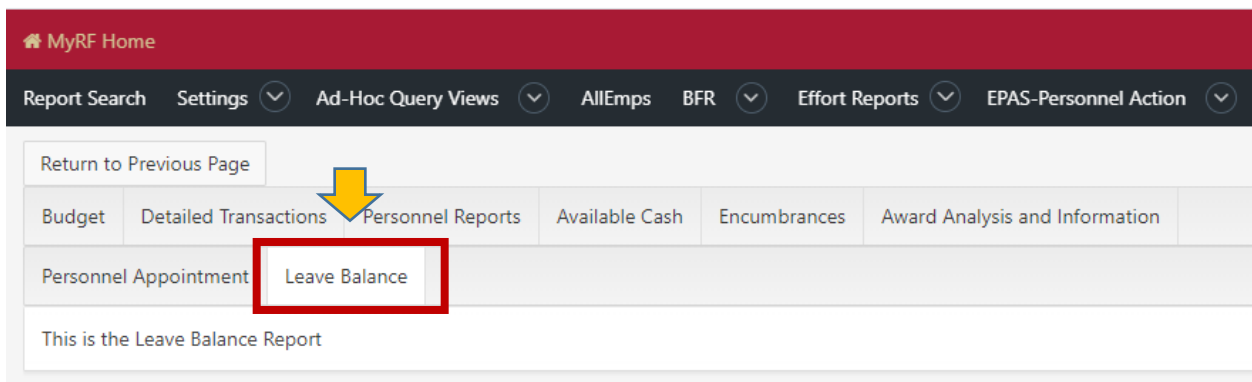
**Fund managers** are able to track usage in MyRF using the Leave Balance Report. Two new columns have been added: *Covid Adm Leave Bal* shows remaining available hours and *Covid Adm Leave Used* shows the total hours used to-date by the employee through the last pay date.



A screenshot of the MyRF report header. A yellow arrow points down to a red-bordered box that highlights two new columns: "Covid Adm Leave Bal" and "Covid Adm Leave Used". The rest of the header includes columns for "Last Name", "First Name", "MI", "Red ID", "Employee Title", "Posn", "Suff", "PERS", "SICK", "VAC", and "VAC Cap".

Last Name ↑	First Name	MI	Red ID	Employee Title	Posn	Suff	Covid Adm Leave Bal	Covid Adm Leave Used	PERS	SICK	VAC	VAC Cap
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To access the report, select Fund Management => Financial Reports => Personnel Reports and then select the Leave Balance tab.



A screenshot of the MyRF navigation menu. A yellow arrow points down to a red-bordered box that highlights the "Leave Balance" option under the "Personnel Reports" tab. The menu includes "MyRF Home", "Report Search", "Settings", "Ad-Hoc Query Views", "AllEmps", "BFR", "Effort Reports", and "EPAS-Personnel Action".

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Personnel Appointment Leave Balance

This is the Leave Balance Report

**Supervisors** will be able to track via the Leave Balance Report that is distributed by email after each payroll. Additional columns have been added to show hours paid to-date and remaining hours available for each employee. The first report will be distributed by April 1 to assist with completing and approving employee time reports for March 16-31 pay period.

### How to Assign Paid Administrative Leave in Workforce

Only the supervisor may enter administrative leave in Workforce.

Workforce: <https://sdsurf.workforcehosting.com/workforce/Desktop.do>

Workforce Mobile: <https://sdsurf.workforcehosting.com/workforce/Mobile.do#app>

Please use the following procedures to record Administrative Leave on employee time reports.

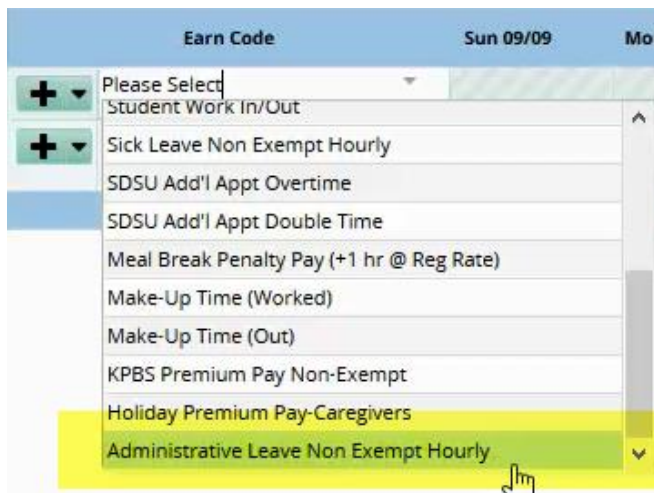
Non-Exempt (Hourly) Employee

Non-exempt employees should report actual hours worked.

Supervisors must complete employee shifts using the "Administrative Leave Non-Exempt Hourly" earn code.

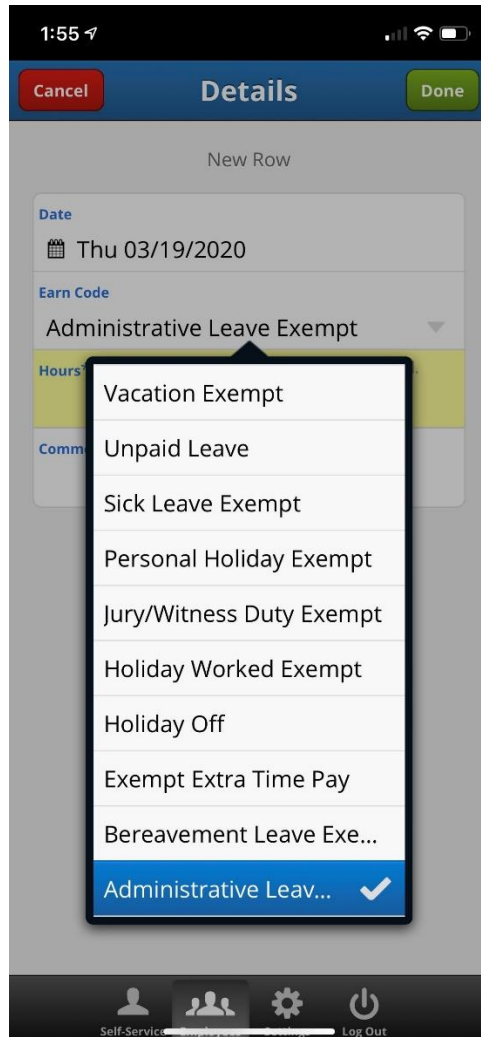
For example, an employee worked 8:00 am – 2:00 pm should log in at 8:00 am, log the time out if a lunch was taken and log out for the day at 2:00 pm for a total of 5.50 hours. The supervisor will log the remaining 2.50 hours administrative leave non-exempt for the day.

Earn Code	Sun 12/15	Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20
+ Please Select						
+ Work In/Out		08:00 am	08:00 am	08:00 am	08:00 am	08:00 am
		02:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm
+ Work In/Out			12:30 pm	12:30 pm	12:30 pm	12:30 pm
			04:30 pm	04:30 pm	04:30 pm	02:00 pm
+ Administrative Leave Non Exempt						2.50
+ Sick Leave Non Exempt Hourly		2.00				



## Exempt (salaried) Employees

For **exempt (salaried)** employees supervisors must complete employee shifts using the "Administrative Leave Exempt" earn code.



Questions regarding Workforce and how to record administrative leave pay should contact SDSU Research Foundation Payroll at [sdsurfpayroll@sdsu.edu](mailto:sdsurfpayroll@sdsu.edu).

Questions regarding the SDSU Research Foundation COVID-19 Paid Administrative Leave Policy, please contact your HR Business Partner.

Additional information is also available on the SDSURF COVID-19 resources page. [COVID 19 Paid Administrative Leave Policy](#)

[Frequently Asked Questions about COVID-19 Paid Administrative Leave](#)