

COVID -19 Paid Administrative Leave

Logging Time

For SDSU Research Foundation employees unable to work due to a circumstance outlined in the COVID-19 Paid Administrative Leave Policy (www.foundation.sdsu.edu/important_notices_coronavirus.html), Administrative Leave may be used to pay employees for missed time.

Supervisors must log the missed hours using the following Earn codes:

Non-Exempt Employees - “Administrative Leave Non-Exempt Hourly”

Exempt Employees - “Administrative Leave Exempt”

Questions may be directed to: sdsurfpayroll@sdsu.edu

QUICK REFERENCE:

Non-Exempt

1. Select Administrative Leave Non Exempt Hourly Earn Code from drop down menu

The screenshot shows the Time Entry interface. At the top, there are 'Save' and 'More' buttons. Below that, there are tabs for 'Time Entry' and 'ACT Balances'. A calendar for March 2020 is displayed, with the date 'Mar 17, 2020' selected. Below the calendar is a table with columns for 'Earn Code', 'Sun 03/15', 'Mon 03/16', and 'Tue 03/17'. The 'Earn Code' column has a dropdown menu open, showing a list of options. The option 'Administrative Leave Non Exempt Hourly' is selected at the bottom of the list. Red arrows point to the top and bottom of the dropdown menu.

Earn Code	Sun 03/15	Mon 03/16	Tue 03/17
Please Select			
Sick Leave Non Exempt Hourly		0.00	0.00
Sick Adjustment Paycode		Mon 03/23	Tue 03/24
SDSU Add'l Appt Overtime			
SDSU Add'l Appt Double Time			
Meal Break Penalty Pay (+1 hr @ Reg Rate)	0.00	0.00	0.00
Make-Up Time (Worked)		Mon 03/30	Tue 03/31
Make-Up Time (Out)			
KPBS Premium Pay Non-Exempt			
Holiday Premium Pay-Caregivers	0.00	0.00	0.00
Administrative Leave Non Exempt Hourly			

2. Enter number of hours employee missed for the day. The hours per day cannot be more than the hours per day listed at the top of the time report.

Manager Time Entry: [REDACTED] Job: TS998600, Hours per Day = 4.00,

Save More

Time Entry ACT Balances

M T W T F S S M T W T F S S M T Mar 17, 2020 Show All Weeks

Earn Code		Sun 03/15	Mon 03/16	Tue 03/17	Wed 03/18	Thu 03/19
+ Administrative Leave Non Exer				4.00		
			0.00	0.00	0.00	

3. Select Save button at top left corner.

Save More

Time Entry ACT Balances

M T W T F S S M T W T F S S M T Mar 17, 2020 Show

Earn Code		Sun 03/15	Mon 03/16	Tue 03/17	W
+ Administrative Leave Non Exer				4.00	
			0.00	0.00	

4. Repeat step 2 for any days in the same week. To add hours for the following week repeat step 1 & 2.

Exempt

5. Select Administrative Leave Exempt Earn Code from drop down menu

Save More Data saved.

Time Entry ACT Balances

M T W T F S S M T W T F S S M T Mar 16, 2020

Earn Code							Sun 03/15	Mon 03/16	Tue 03/17
+ ▼	Please Select								
+ ▼	Sick Leave Exempt								
+ ▼	Sick Adjustment Paycode								
	Personal Holiday Adjustment Earn Code							0.00	0.00
	Personal Holiday Exempt								
	Jury/Witness Duty Exempt							Mon 03/23	Tue 03/24
+ ▼	Holiday Worked Exempt								
+ ▼	KPBS/CS Holiday Worked Premium Exempt							8.00	
	Holiday Off								
	Exempt Extra Time Pay						0.00	8.00	0.00
	Bereavement Leave Exempt							Mon 03/30	Tue 03/31
+ ▼	Administrative Leave Exempt								

- Enter number of hours employee missed for the day. The hours per day cannot be more than the hours per day listed at the top of the time report.

Save More Data saved.

Time Entry ACT Balances

M T W T F S S M T W T F S S M T Mar 17, 2020

Earn Code							Sun 03/15	Mon 03/16	Tue 03/17
+ ▼	Administrative Leave Exempt								8.00
+ ▼	Vacation Exempt								
								0.00	0.00

- Select Save button at top left corner.

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	Mar 17, 2020			
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<input checked="" type="checkbox"/>	Show		
Earn Code																Sun 03/15	Mon 03/16	Tue 03/17	W
+ Administrative Leave Non Exer																		4.00	
																	0.00	0.00	

- Repeat step 2 for any days in the same week. To add hours for the following week repeat step 1 & 2.