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 be pay employees for missed time.

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

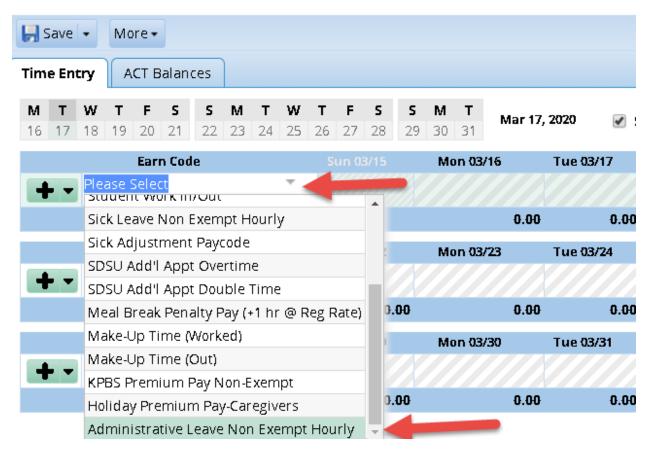Non-Exempt Employees - "Administrative Leave Non-Exempt Hourly"

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

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.
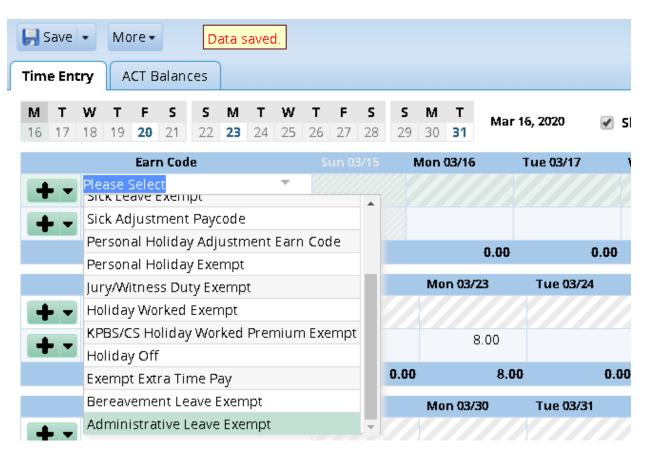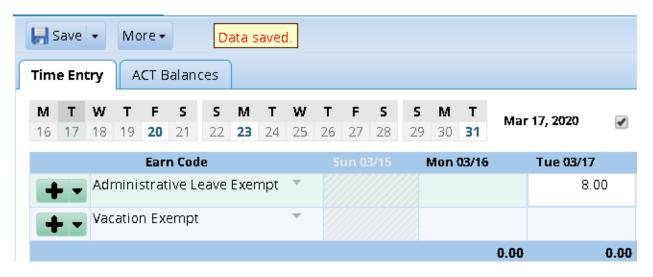
3. Select Save button at top left corner.

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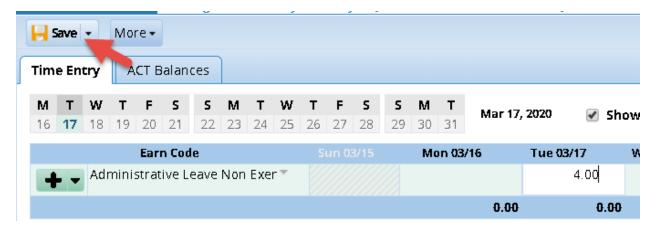
Exempt

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

6. 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.

7. Select Save button at top left corner.

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