Submitting Time for *Administrative Leave Pay* related to COVID-19

*NOTE: All COVID-19 related admin pay must have proper approval by your department, school or college prior to submitting in My Leave or CU Time.*

PLEASE be sure to update LEAVE for March Timesheets to properly reflect paid Admin Leave for March time period BASED ON THE LEAVE MATRIX DISTRIBUTED EARLIER.

As of April 1, two new codes are now active for tracking administrative pay related to COVID-19: **ACP** (Administrative COVID Pay) and **CHP** (Administrative COVID Hourly Pay). These codes should be used for applicable approved Admin leave time starting in March 2020.

Employees using My Leave or other time tracking systems will enter their time using these specific codes based on the guidelines below. This process allows departments to track wages paid for the COVID-19 admin pay. **Guidance for student employees on work-study is in section III.**

If an employee is utilizing a time entry system or process other than My Leave, time must be submitted in the normal manner with the department PPL or Payroll/HR business partner using the steps outlined in section II. below.

**I. Biweekly Paid**

1. Ensure you have the proper approvals to provide administrative pay
   Paid Administrative Leave costs will be covered by the unit; Paid Administrative Leave should not be approved by first-line supervisors, but by a Unit Level Authority (such as Dept. Chair, Division Head, Dean, Vice Chancellor)

2. Identify which employees will need to log time for COVID-19.

3. Have them log into the Employee Portal and click on the My Leave tile.

4. Submit time using the new **CHP (Administrative COVID Hourly Pay)** earnings code.

If the employee was able to work their normal hours at home, enter hours worked as usual.

For temporary employees (classified, university staff, research), if not able to work remotely and admin pay has been approved, determine the amount of hours to be paid based on average hours since January 2020.

For student workers and student faculty (research assistants, graduate assistants), if not able to work remotely and admin pay has been approved, enter the average of hours paid over the past 2.5 months, or per current notification from the unit of staffing adjustment rates.
5. Save the entry, then certify and submit the time as usual.

6. Supervisor/Manager approves the time.

II. Monthly Paid

A. Hourly – Monthly Paid:

Time for monthly paid HOURLY employees will be entered in the normal manner using the normal REG earnings code. This includes both My Leave users and users of other time tracking systems.

For temporary employees (classified, university staff, research), if not able to work remotely and admin pay has been approved, determine the amount of hours to be paid based on average hours since January 2020.

The PPL or Department User will then need to do a 2nd entry or upload into CU Time for the new ACP (Administrative COVID Pay) earnings code. This 2nd entry is not actual “pay” but is what moves the pay from one “bucket” to another behind the scenes. These are the steps to add the 2nd ACP entry into CU Time:

   **NAVIGATION:** From the HCM Community Users dashboard, click the CU Time Collection tile. The CU Time Collection page appears on the left. Select CU Employee Reported Time.

2. Add the new row by clicking the + icon.

3. After adding the new row, from the Employee Details tab choose Manual Time Sheet from the drop-down list in the *Entry Type* column.

4. Click on the Batch & My Leave & Manual tab and enter in the ACP earnings code and the Reported Hours.

5. On the Employee Details tab, change the **Status** to Approved.

6. Click on the **Save** button.

B. Salaried – Monthly Paid:

Monthly paid SALARIED employees who are authorized to use COVID-19 Administrative leave enter time using the ACP earnings code. This includes both My Leave users and users of other time tracking systems.
1. PPL’s must ensure they have the proper approvals to provide administrative pay. Paid Administrative Leave costs will be covered by the unit; Paid Administrative Leave should not be approved by first-line supervisors, but by a Unit Level Authority (such as Dept. Chair, Division Head, Dean, Vice Chancellor).

2. Identify which employees will need to log time for COVID-19.

3. Have them log into the Employee Portal and click on the My Leave tile.

4. Submit time using the new ACP (Administrative COVID Pay) earnings code.

   **Add/Edit Event**
   ```
   ^From Date: 04/06/2020  
   ^To Date: 04/06/2020  
   ^Time: 08 : 00  
   ^Time: 17 : 00  
   *Include Lunch  
   *Amount: 8.000  
   *Reporting To: Job 0  
   *Earnings Code: Administrative COVID Pay  
   *Status: Submit a Request  
   Description:   
   SpeedType:   
   ```

5. Save the entry, then certify and submit the time as usual.

6. Supervisor/Manager approves the time.

   Additional step-by-step guides for time entry are available at:

   [https://www.cu.edu/hcm-community/collect-and-enter-time](https://www.cu.edu/hcm-community/collect-and-enter-time)

III. Important Student work-study payroll processing procedures

Due to campus closures, work-study student employees are being allowed to work remotely. For those who are unable to work some or all of their duties remotely, they will continue to be paid for hours they
would have been expected to work through the end of the Spring term, via the 5/30/2020 pay period end. Please follow the below guidance to ensure work-study students are paid the correct amounts:

- Students should enter hours based on their previously approved weekly work schedule, or the average of the last three (3) pay periods (whichever is higher). This is submitted through MyLeave or the current method used for time collection as outlined by their employer.

- For MyLeave, use “Student Hourly” as the Earnings Code and enter “COVID-19” on the Description box below in MyLeave:

  ![MyLeave Screenshot]

  - If the department is not using MyLeave and hours have to be entered manually through CU Time, please still use the “STH” Earnings Code and enter “COVID-19” into the Comments field as illustrated below:

  ![CU Time Screenshot]

  - Departments must still document in their records that the COVID-19 disruption was the reason the student received hourly pay without documented completed work.

  - Both work-study supervisors and students still need to adhere to payroll deadlines. For student employees without access to a computer to complete time submission, they will need to work directly with their supervisor who will in turn, work with their department’s HR/Payroll liaison for time entry procedures.
• When faculty and staff return to campus, students must return to working their scheduled hours or consult directly with their supervisor(s) in order to continue being paid. In the event that their position is no longer available, the student will no longer be eligible to receive work-study funding.

Please contact Student Employment at StudentEmployment@ucdenver.edu with questions.

**Admin Pay for positions where leave is tracked outside of HCM**

Post-Doctoral Fellows are also eligible for administrative pay if unable to work remotely. Admin Pay should be approved by the Dean of the School or College and should be included in reporting for COVID-19 expenses.