

# Time Off for COVID-19 Vaccine Side-Effects for Non-Exempt Hourly-Paid Full-time and Part-time Employees – Timekeeper Guide

New Time Reporting Codes have been created for non-exempt hourly-paid employees who experience side effects from the second dose of the COVID-19 vaccine and are unable to work. These employees will be eligible for a one-time paid vaccine sick day equivalent to one day of standard work hours, to be used within 24 hours of receiving the second dose of the COVID-19 Vaccine. Employee Health or University Health Service will send an email to the managers of employees who are out due to vaccine side effects when they report their symptoms in Dr. Chat Bot. Reporting symptoms in Dr. Chatbot is required to utilize the COVID-19 Vaccine paid day. The following are the recording instructions:

- **Time Reporting Code: CVE—COVID Vaccine Effects**

This code is available to full-time and part-time non-exempt, hourly-paid employees and may be used in place of a Sick or Paid Time Off (PTO) day for vaccine-related side effects after the second dose of the COVID-19 vaccine is administered.

Note:

- TAR employees are not eligible
- Hourly Exempt and Salaried employees will continue to enter Time Reporting Code: SIK/SIC

- **Time Reporting Code—Nursing Practice TAR: NTC - NP TAR COVID Vaccine Effect RPT**

This code is available for Nursing Practice TAR only. It is a reporting only code, not a paying code.

## Method 1 Using the Time Entry Screen

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1. From the Home page select Time Entry – Timekeeper either from the Quick Links menu on the left or go to Main Menu>Time Entry - Timekeeper

Report Time

Select Employee

Reporting Method: Time and Labor Entry Date: 01/13/2021

**Employee Entry Search**

Get Empl ID      Empl ID 
 Opt out of 15.5 hr PeopleCode Msg  
 Get Group ID      Group ID 
 Use Criteria for Future Search  
 Get All Employees

To search by Name, select the search icon next to Empl ID. Get Employees

2. Change date to the date needing adjustment (default is today). You can enter any date within the pay period. The whole pay period will be selected.
3. Select Get Empl ID, Get Group ID, or Get All Employees and enter appropriate criteria.
4. Press the Get Employees button (employee list will appear on screen).
5. Choose desired employee.

**Time Entry Page**

6. If replacing a Sick or PTO day with the new CVE: COVID Vaccine Effects TRC, press the minus sign to clear the row.

Punch and Elapsed Time Detail											Personal
			Date	Day	In	Out	TRC	Amount /Hours	1st Meal Minute Override	2nd Meal Minute Override	Transfer to Regular Shift
1			01/03/2021	Sun							
2			01/04/2021	Mon	7:30AM	4:00PM		8.000000			
3			01/05/2021	Tue			SIC	8.000000			
4			01/06/2021	Wed	7:30AM	4:00PM		8.000000			
5			01/07/2021	Thu							

7. Replace by entering the CVE code

Punch and Elapsed Time Detail											Personal	
			Date	Day	In	Out		TRC	Amount /Hours	1st Meal Minute Override	2nd Meal Minute Override	Transfer to Regular Shift
1	+	-	01/03/2021	Sun								
2	+	-	01/04/2021	Mon	7:30AM	4:00PM			8.000000			
3	+	-	01/05/2021	Tue				CVE	8.000000			
4	+	-	01/06/2021	Wed	7:30AM	4:00PM			8.000000			

8. Press Save.

If the replacement is in a prior period, TimeAdmin will automatically create a negative offset for the SIC or PTO code and replace with CVE. You will see this in the Payable Time section.

Current Payable Time Detail							Personalize
Date Under Report	TRC	Description	Quantity	Type	Payable Status	Approved	
1 01/04/2021	REG	Regular Earnings	8.000000	Hours	CL		
2 01/05/2021	SIC	Sick	-8.000000	Hours	NA	<input type="checkbox"/>	
3 01/05/2021	CVE	COVID Vaccine Effects	8.000000	Hours	NA	<input type="checkbox"/>	
4 01/05/2021	SIC	Sick	8.000000	Hours	CL		
5 01/06/2021	REG	Regular Earnings	8.000000	Hours	CL		

If this is a new entry, enter CVE and number of hours under the TRC and Hours columns on the day the employee was out.

## Method 2 Using the Elapsed Time Entry Screen

- From the Main Menu on the top, click Manager Self-Service > Time Management > Report Time > Elapsed Time Entry.

Favorites > Main Menu > Manager Self Service > Time Management > Report Time > Elapsed Time Entry

**Employee Selection**

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	BA100 <input style="width: 80%;" type="text"/>
Empl ID	<input style="width: 80%;" type="text"/>
Last Name	<input style="width: 80%;" type="text"/>

- Under Employee Selection Criteria, enter either a Time Reporter Group, Empl ID, or Last Name by using the lookup (magnifying glass) or type in your selection.
- Change the date if necessary (default date is today).

- Click Get Employees bar (employee list will appear on screen).
- Choose employee.

**Change View**

\*View By Week  Show Schedule In

Date 02/01/2021 [Previous Week](#)

**Employees For Susan Silver, Totals From 02/01/2021 - 02/07/2021**

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved
Blue	Bonnie	201068	0	0.000000	0.000000
Brown	Becky	201073	0	0.000000	0.000000

- After the employee is chosen, click on View By and choose Calendar Period. This will give you the appropriate time period (salaried or hourly) for the employee.

**Select Another Timesheet**

\*View By Calendar Period [Previous Period](#) [Next Period](#)

\*Date 01/31/2021 [Next Employee](#)

Reported Hours 0.000000 [Punch Timesheet](#)

**from Sunday 01/31/2021 to Saturday 02/13/2021**

Sun 1/31	Mon 2/1	Tue 2/2	Wed 2/3	Thu 2/4	Fri 2/5	Sat 2/6	Sun 2/7

- Navigate to the date in need of modification.

Reported Hours 32.000000

day 01/18/2021 to Sunday 01/24/2021

Mon 1/18	Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22	Sat 1/23	Sun 1/24	Total	Time Reporting Code	*Taskgroup
8.000000	8.000000	8.000000	8.000000	8.000000			32.000000	SIC - Sick	UR DEFAULT

- Highlight the 8 hours and click delete or space to clear the field

18/2021 to Sunday 01/24/2021									
Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22	Sat 1/23	Sun 1/24	Total	Time Reporting Code	*Taskgroup	
8.000000	8.000000	8.000000				32.000000	SIC - Sick	UR DEFAULT	<input type="button" value="+"/>

10. Click the plus sign to insert a new row

Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22	Sat 1/23	Sun 1/24	Total	Time Reporting Code	*Taskgroup	
8.000000	8.000000	8.000000				32.000000	SIC - Sick	UR DEFAULT	<input type="button" value="+"/>
								UR DEFAULT	<input type="button" value="+"/>

11. Enter 8 hours on Fri 1/22 and select CVE

18/2021 to Sunday 01/24/2021									
Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22	Sat 1/23	Sun 1/24	Total	Time Reporting Code		
8.000000	8.000000	8.000000				32.000000	SIC - Sick		
			8				CVE - COVID Vaccine Effects		

12. Click Submit