## 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.

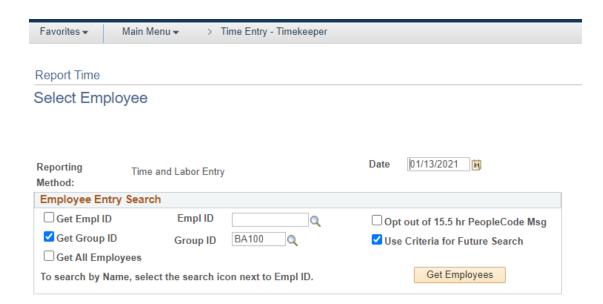
#### Note:

- 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

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



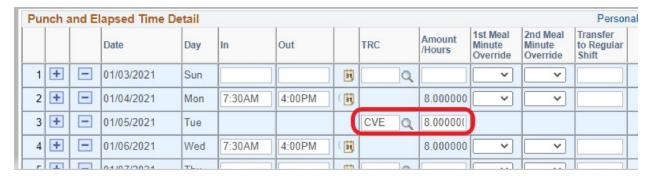
- 2. Change date to the date needing adjustment (default is today). You can enter any date within the pay period. The whole pay period will be selected.
- 3. Select Get Empl ID, Get Group ID, or Get All Employees and enter appropriate criteria.
- 4. Press the Get Employees button (employee list will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



7. Replace by entering the CVE code



#### 8. Press Save.

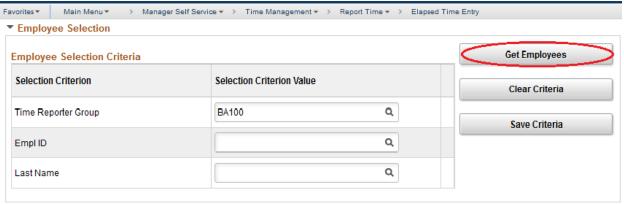
If the replacement is in a prior period, TimeAdmin will automatically create a negative offset for the SIC or PTO code and replace with CVE. You will see this in the Payable Time section.



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.

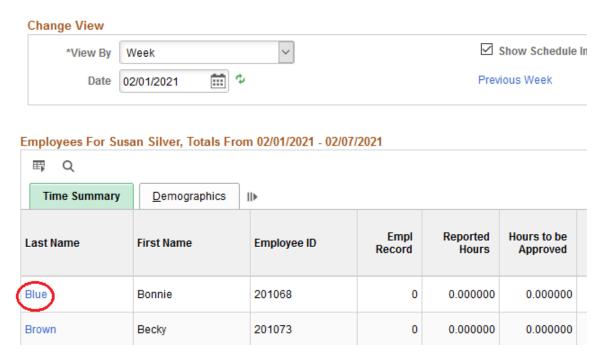
## Method 2 Using the Elapsed Time Entry Screen

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

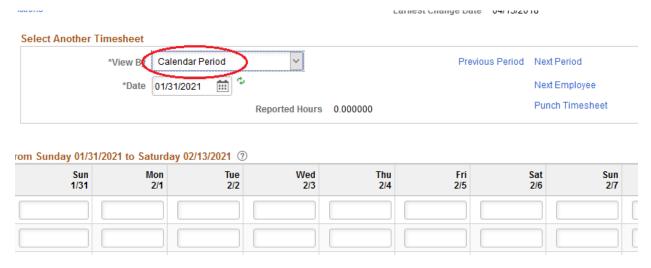


- 2. Under Employee Selection Criteria, enter either a Time Reporter Group, Empl ID, or Last Name by using the lookup (magnifying glass) or type in your selection.
- 3. Change the date if necessary (default date is today).

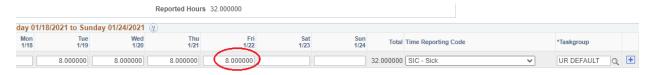
- 4. Click Get Employees bar (employee list will appear on screen).
- 5. Choose employee.



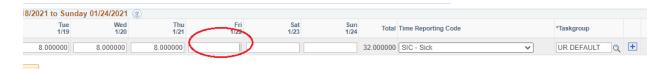
6. After the employee is chosen, click on View By and choose Calendar Period. This will give you the appropriate time period (salaried or hourly) for the employee.



7. Navigate to the date in need of modification.



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



## 10. Click the plus sign to insert a new row



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



## 12. Click Submit