

**COVID-19 Leave Reporting for Families First  
Coronavirus Response Act (FFCRA)  
SAP Timekeeping Guidance (rev. 4.2020)**

1. Enter the corresponding code for the hours you were absent each day.
2. Time entry will route to your immediate supervisor for approval.
3. Once approved, SAP time evaluation will run nightly and transfer hours for processing on the next payroll cycle. The 2/3 pay will be calculated automatically.

**Note:** If you make an entry that will exceed your maximum number of hours allocated, you will receive an error message. You must reduce the number of hours under the maximum for the entry to be accepted.

You can view your maximum hours allocated through the SAP Portal. Click on **Time**, then the tile labeled **My Leave Balances**.

**Important:** Please be aware of payroll cycle cutoff dates published on the [Payroll and Tax Compliance Office website](#).

<b>Monthly Payroll</b>	
<i>Employee Type: Benefits-eligible staff, faculty and graduate student employees</i>	
Attendance and Absence Type	Reason for Use
1022   COVID Emer Sick Full Pay	(1) you are subject to a federal, state, or local quarantine or isolation order; (a Stay at Home order does not qualify) (2) you are advised by a health care provider to self-quarantine (3) you are experiencing COVID-19 symptoms and is seeking a medical diagnosis
1025   COVID Emer Sick 2/3 Pay	(4) you are caring for someone subject to quarantine order or advised to self-quarantine (5) you are caring for your child whose school or place of care is closed (6) you are experiencing any other substantially similar condition specified by federal or state authorities
1026   COVID Expand FMLA	(up to 10 additional weeks for childcare only)
*Other faculty not eligible for regular paid leave benefits do not do time entry and will be handled through a separate process.	

<b>Semi-monthly Payroll</b>	
<i>Employee Type: Student Workers and Non-Student Non-Regular (NSNR) Staff employees</i>	
Attendance and Absence Type	Reason for Use
0153   COVID Emer Sick Full Hrly	(1) you are subject to a federal, state, or local quarantine or isolation order; (a Stay at Home order does not qualify) (2) you are advised by a health care provider to self-quarantine (3) you are experiencing COVID-19 symptoms and is seeking a medical diagnosis
0151   COVID Emer Sick 2/3 Pay Hrly	(4) you are caring for someone subject to quarantine order or advised to self-quarantine (5) you are caring for your child whose school or place of care is closed (6) you are experiencing any other substantially similar condition specified by federal or state authorities
0152   COVID Expand FMLA Hrly	(up to 10 additional weeks for childcare only)