Excused Absence - COVID-19 Pay: Time Reporting Instructions

Effective Sunday, January 24, 2021 idled Harvard employees (both fully and partially idle), whose work cannot be performed due to the COVID-19 public health emergency may use the Excused Absence COVID-19 benefit (also referred to as Emergency Excused Absence in policy documents) to sustain up to 70% of their regular pay for idle time. The information provided in this document outlines the processing requirements associated with Excused Absence - COVID-19 reporting. It is intended to help ensure that these entries are done in accordance with University policy and our contractual agreements with the unions, but also processed in such a way as to achieve the desired result for both the employee and the department. The following guidance pertains to PeopleSoft. If your School/Department uses a local (shadow) system in addition to PeopleSoft that requires additional or separate processing, please follow your usual <u>business practices.</u>

EXCUSED ABSENCE - COVID-19 PAY

Overview of the reporting process:

	Non-Exempt Employees	Exempt Employees
	(time reporters: must report ALL hours, hours worked and time off)	(only reports time off)
Fully Idle	Report all hours, will report idled hours as	Report all their time in Absence Management as
	70% EA, and 30% as TOE or PTO	70% EA, and 30% as TOE or PTO
Partially Idle	Report all hours, will report	For time worked, do nothing. For idle time in
	- Hours worked as usual	Absence Management, report as 70% EA of the
	- Idled hours as 70% EA, and 30% as	remaining hours and 30% must be entered as
	TOE or PTO	TOE or PTO

EXCUSED ABSENCE — COVID-19 PAY

Time and Absence Reporting for Excused Absence - COVID-19

NON-EXEMPT:

Non-Exempt employees that are either fully or partially idle will report time off (idle time) through Time and Labor or Absence Management.

Fully Idle:

- Report all regularly scheduled hours per day as Excused Absence (EA) COVID-19 at 70%.
- Employees have the option to supplement this 70% using Vacation or Personal time at 30% or take the remaining 30% as Time at Own Expense (TOE).
- Holidays will be paid at 100% if they fall on a day the employee is regularly scheduled to work.
- For holidays that fall on a day that the employee is not scheduled to work, floating holiday hours are earned per existing policy.
- Each day will have 2 lines of time entry. Either a combination of EA and PTO (to supplement to 100% pay), or EA and TOE.
- Total hours reported should not be more than regularly-scheduled hours for that day.

Examples of this reporting can be seen below:

Regular Schedule	Worked Time	Reporting 70% Idle	Reporting 30% Idle
Reported as	REG	EA COVID-19 (EEA or EEX)	Vacation, LSV, Personal, or TOE
5 hours	NA	3.5 hours	1.5 hours
7 Hours	NA	4.9 hours	2.1 hours
7.5 hours	NA	5.25 hours	2.25 hours
8 hours	NA	5.6 hours	2.4 hours
8.75 hours	NA	6.13 hours	2.62 hours

Using the grid above for a regular schedule of 7 hours, to calculate EA COVID-19 at 70%; multiply number of regularly scheduled hours by .07 (for example, $7 \times .07 = 4.9$ hours)

To calculate 30% Vacation, LSV, Personal, or TOE; multiply number of regularly scheduled hours by .03 (for example, 7 hours x .03 – 2.1 hours)

Example of fully idle Absence Management reporting below:

Request Absence 1

Request Absence 2

*Absence Name	Time at Own Expense ✓	*Absence Name	Excused Absence 🗸
*Reason	Other •	*Reason	COVID-19 🗸
*Start Date	01/25/2021	*Start Date	01/25/2021
End Date	01/25/2021	End Date	01/25/2021
Duration	2.10 Hours	Duration	4.90 Hours
Click Here for Partial Days	All Dates	Click Here for Partial Days	All Dates
Duration	2.10	Duration	4.90

Example of fully idle time entry below from Time and Labor:



Partially Idle Non-Exempt Employees

Partially Idle:

- Employees may be partially idle for hours per day or days per week.
- Employees will report all hours worked per day as usual.
- For remaining scheduled hours per day that the employee is idle, the employee will report 70% of those idle hours as EA COVID-19 and 30% as PTO or TOE.
- Each day may have 1-3 lines of time entry. Either all REG if the employee is working their full schedule for the day, or a combination of REG, EA and PTO or TOE if the employee is partially idle that day.
- Holidays should be reported as holidays (or floating holiday if not scheduled to work per existing policy) at 100% for the day.
- Total reported hours should not be more than scheduled hours.

Partially Idle Non-Exempt Employees

Examples of this reporting can be seen below:

Regular Schedule	Worked Time	Reporting 70% Idle	Reporting 30% Idle
Reported as	REG	EA COVID-19 (EEA or EEX)	Vacation, LSV, Personal, or TOE
5 hours	2 hours	2.1 hours	.9 hours
7.5 hours	2 hours	3.85 hours	1.65 hours
7 hours	3.5 hours	2.45 hours	1.05 hours
8 hours	4 hours	2.8 hours	1.2 hours
8.75 hours	4 hours	3.33 hours	1.42 hours

Partially Idle Non-Exempt Employees

Example of a partially idle time entry below from Time and Labor:



Exempt Employees Employees

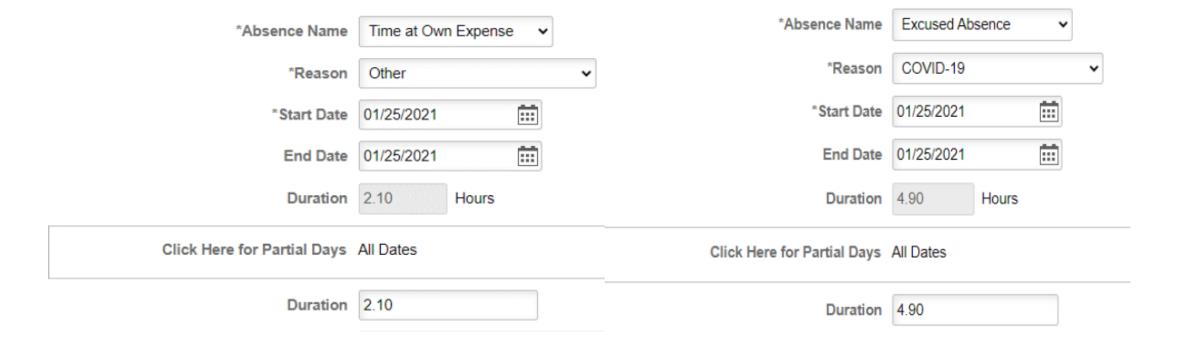
Exempt employees that are either fully or partially idle will report time off (idle time) through Absence Management.

Fully Idle:

- Employees should report all time in Absence Management as 70% EA COVID-19 <u>AND</u>
 30% TOE or PTO.
- Important to note: Each day should have 2 absence entries: EA COVID-19 <u>AND</u> TOE or PTO (see example breakdowns below) to ensure that employees are not paid REG for either the idle or supplemented hours.

Example of fully idle Absence Management reporting below:

Request Absence 2



Partially Idle Exempt Employees

- For time worked, employees should **Do Nothing**.
- For a fully idle day, employee should report 70% as EA COVID-19 (4.9 hours) AND 30% as Vacation, LSV, Personal, or TOE (2.1 hours)
- For a half-day idle, employees should do nothing for time worked AND for idle time (3.5 hours), employee should report 70% as EA COVID-19 (2.45 hours) and 30% vacation, LSV, personal, or TOE (1.05 hours)

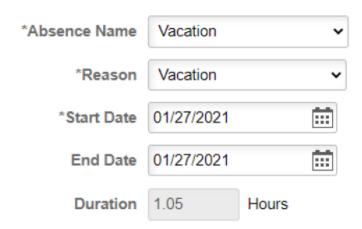
Partially Idle Exempt Employees

Example of partially idle Absence Management reporting below:

Request Absence 1

Request Absence 2

*Absence Name	Excused Ab	sence	~	
*Reason	COVID-19		~	
*Start Date	01/27/2021		<u></u>	
End Date	01/27/2021		:::	
Duration	2.45	Hours		



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Resources

Emergency Absence Policy Questions

FAS Human Resources
HR Consultant

Emergency Absence Reporting

FAS Payroll Services
Payroll Services Coordinator
FAS Human Resources
HR Coordinator