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. <u>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 business practices.</u>

EXCUSED ABSENCE – COVID-19 PAY

Overview of the reporting process:

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

EXCUSED ABSENCE – COVID-19 PAY

Time and Absence Reporting for Excused Absence - COVID-19

<u>NON-EXEMPT:</u>

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 Non-Exempt Employees

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.

Fully 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	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 x .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)

Fully Idle Non-Exempt Employees

Example of fully idle Absence Management reporting below:

Request Absence 1

*Absence Name	Time at Own Expense
*Reason	Other
*Start Date	01/25/2021
End Date	01/25/2021
Duration	2.10 Hours

Click Here for Partial Days All Dates

Duration	2.10

Request Absence 2

*Absence Name	Excused Absence
*Reason	COVID-19
*Start Date	01/25/2021
End Date	01/25/2021
Duration	4.90 Hours

Click Here for Partial Days All Dates

Duration	4.90

Fully Idle Non-Exempt Employees

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

		Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8.0	Scheduled 8 Reported 8.0	Scheduled 8 Reported 8.0	Scheduled 8 Reported 8.0	Scheduled 8 Reported 8.0
EEA - Emergency Excused Absence				4.90	4.90	4.90	4.90	4.90
VAC - Vacation				2.10	2.10	2.10	2.10	2.10

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:

		Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8.0	Scheduled 8 Reported 8	Scheduled 8 Reported 8.0	Scheduled 8 Reported 8	Scheduled 8 Reported 8.0
REG - Regular				4.00	8.00		8.00	3.00
EEA - Emergency Excused Absence				2.80		5.60		3.50
VAC - Vacation				1.20		2.40		1.50

Exempt Employees Employees

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

<u>Fully Idle:</u>

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

Fully Idle Exempt Employees

Example of fully idle Absence Management reporting below:

Request Absence   1

*Absence Name	Time at Own Expense ▾
*Reason	Other ▾
*Start Date	01/25/2021 📅
End Date	01/25/2021 📅
Duration	2.10 Hours

Click Here for Partial Days   All Dates

Duration	2.10

Request Absence   2

*Absence Name	Excused Absence ▾
*Reason	COVID-19 ▾
*Start Date	01/25/2021 📅
End Date	01/25/2021 📅
Duration	4.90 Hours

Click Here for Partial Days   All Dates

Duration	4.90

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

*Absence Name	Excused Absence ▼
*Reason	COVID-19 ▼
*Start Date	01/27/2021 📅
End Date	01/27/2021 📅
Duration	2.45 Hours

Request Absence   2

*Absence Name	Vacation ▼
*Reason	Vacation ▼
*Start Date	01/27/2021 📅
End Date	01/27/2021 📅
Duration	1.05 Hours

Resources

Emergency Absence Policy Questions

FAS Human Resources

HR Consultant

Emergency Absence Reporting

FAS Payroll Services

Payroll Services Coordinator

FAS Human Resources

HR Coordinator