How do I request Administrative Leave COVID-19 in Web Time Entry (WTE)?

Tell Me

FAQ applicable through May 31, 2020

The instructions in this FAQ only apply for administrative leave time through May 31, 2020. If you are a student or temporary employee who believes they qualify for Families First Coronavirus Response Act (FFCRA) leave, please see the FFCRA webpage for details and how to request FFCRA coverage.

Administrative Leave COVID-19

Administrative Leave COVID-19 for student and temporary employees is available March 15 - May 31, 2020, for the following situations related to the coronavirus (COVID-19): Those who cannot work because of childcare or eldercare facility closings; those who cannot telework because their duties cannot be performed remotely and reasonable alternate remote work is not possible; and those who are unable to work due to cold, flu, or COVID-19 symptoms or they are providing care for someone with symptoms from these illnesses. More information is available on Emergency Management’s website.

Important Note: All normal WTE timesheet submission and approval deadlines still apply.

1. The employee enters Administrative Leave COVID-19 in Web Time Entry (WTE) by clicking on Enter Hours on the date they would normally work.
2. The employee enters the hours for which Administrative Leave COVID-19 is required.

The clock feature was not added to the emergency leave earnings code because it is anticipated that time will be added before or after the actual time period.

3. Student and temporary employees who are teleworking should continue to enter their hours worked, e.g., using the Clock In or Out icon. Note that any time actually worked and entered in WTE will be paid in addition to Administrative Leave COVID-19. Total hours compensated should not exceed the employee’s average hours worked per week over the course of a month.

Examples

Example 1: John Smith had, over the month of February, worked an average of 18 hours per week. Due to coronavirus closures at the University, he cannot work on campus from March 15-28 and also cannot work remotely. John should enter Administrative Leave COVID-19 for 18 hours per week for the March 15-28 time period, and submit his timesheet by the March 30 WTE timesheet deadline. John’s supervisor must approve the timesheet by April 1.

Example 2: Jane Doe had, over the month of February, worked an average of 15 hours per week. Due to coronavirus closures at the University, she cannot work on campus from March 15-28 but can complete 5 hours per week of work remotely. Jane should enter her 5 hours worked, and also enter 10 hours per week as Administrative Leave COVID-19, and submit her timesheet by the March 30 WTE timesheet deadline. Jane’s supervisor must approve the timesheet by April 1.

Related FAQs

- How do I request Administrative Leave COVID-19 in Web Time Entry (WTE)?
- How do I locate a timesheet in Web Time Entry (WTE)?
• Will Web Time Entry (WTE) reminders be sent out?
• When should an Electronic Personnel Action Form (EPAF) be submitted?
• How do I add the EPAF submission Google calendar?