March 27, 2020

To: University of the Pacific Supervisors

Office of Human Resources

**Leave and Time Reporting during COVID-19**

**Overview**

The Office of Human Resources and the Payroll Department have partnered to provide guidance to supervisors regarding input of sick leave and paid administrative leave. Please review the first page of the Interim [Policy for Remote Working Exceptions and Temporary Emergency Leave](#) for instruction on who qualifies for sick leave or paid administrative leave. An additional five working days (40 hours) of paid sick leave is available for exempt and non-exempt employees. For non-benefited temporary casual employees, paid sick leave is now available for three working days (24 hours). (**Please note that a separate communication on sick leave usage for student employees is forthcoming.**)

- If an employee is ill, in self-quarantine or is providing day care for school-age children, the employee may use accrued sick leave or accrued vacation leave. In cases when both of these accruals have been exhausted, an employee may use up to an additional five work days of sick leave to assist with the absence.
- Employees who are directed not to work by the university for reasons other than illness, and who are unable to work from home due to the nature of their work (determined by supervisors), may still have other work assigned to them by their supervisors. If no such assigned work is feasible, then these employees may use sick or vacation accrual balances and, once accrual balances have been exhausted, may use up to 10 working days of paid administrative leave.

When reviewing your timesheets for your direct reports, confirm that the sick hours, or combination of sick hours and regular hours, total the same as if the employee were working on campus. Web-based time entry for sick leave will be the same as they would normally enter.

The method to enter paid administrative leave and to review your direct reports timesheet is illustrated below:

## Reporting Administrative Leave through insidePacific

## Timesheet – hourly employees

1) Use **Regular Earnings** with shift **A.**

| Shift | Time In | | Time Out | | Total Hours |
|---|---|---|---|---|---|
| A | 08:00 | AM | 12:00 | PM | 4 |
| A | 01:00 | PM | 05:00 | PM | 4 |
| 1 | | AM | | AM | 0 |
| 1 | | AM | | AM | 0 |
| 1 | | AM | | AM | 0 |
| | | | | | 8 |

Date: Monday , Mar 23, 2020
Earnings Code: Regular Earnings

[ Previous Menu ] [ Previous Day ] [ Next Day ]
[ Add New Line ] [ Save ] [ Copy ] [ Delete ]

**Account Distribution**

| Earnings Code | Shift | Hours | |
|---|---|---|---|
| Regular Earnings | A | 8 | Account Distribution |

2) Click "Add Comment" button.

[ Previous Menu ] [ Submit ] [ Change Record ] [ Restart ] [ Delete ] [ Add Comment ]

Comments | Routing Queue | Account Distribution

**Time Sheet**

| Earnings | Shift | Special Rate | Total Hours | Total Units | Monday , Mar 16, 2020 | Tuesday , Mar 17, 2020 | Wednesday, Mar 18, 2020 | Thursday , Mar 19, 2020 | Friday , Mar 20, 2020 | Saturday , Mar 21, 2020 | Sunday , Mar 22, 2020 | Monday , Mar 23, 2020 | Tuesday , Mar 24, 2020 | Wednesday, Mar 25, 2020 | Thursday, Mar 26, 2020 | Friday , Mar 27, 2020 | Saturday , Mar 28, 2020 | Sunday , Mar 29, 2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Regular Earnings | 1 | | 40 | | 8 | 8 | 8 | 8 | 8 | | | | | | | | | |
| Regular Earnings | A | | 40 | | | | | | | | | 8 | 8 | 8 | 8 | 8 | | |
| Total Hours: | | | 80 | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | 8 | | |
| Total Units: | | | | 0 | | | | | | | | | | | | | | |

**Time In and Out**

| Earnings | Monday , Mar 16, 2020 | Tuesday , Mar 17, 2020 | Wednesday, Mar 18, 2020 | Thursday , Mar 19, 2020 | Friday , Mar 20, 2020 | Saturday , Mar 21, 2020 | Sunday , Mar 22, 2020 | Monday , Mar 23, 2020 | Tuesday , Mar 24, 2020 | Wednesday, Mar 25, 2020 | Thursday , Mar 26, 2020 | Friday , Mar 27, 2020 | Saturday , Mar 28, 2020 | Sunday , Mar 29, 2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Regular Earnings | 08:00AM 12:00PM 01:00PM 05:00PM | 08:00AM 12:00PM 01:00PM 05:00PM | 08:00AM 12:00PM 01:00PM 05:00PM | 08:00AM 12:00PM 01:00PM 05:00PM | 08:00AM 12:00PM 01:00PM 05:00PM | | | 08:00AM 12:00PM 01:00PM 05:00PM | 08:00AM 12:00PM 01:00PM 05:00PM | 08:00AM 12:00PM 01:00PM 05:00PM | 08:00AM 12:00PM 01:00PM 05:00PM | 08:00AM 12:00PM 01:00PM 05:00PM | | |

**Comments**

| Date | Made by | Confidential | Comments |
|---|---|---|---|
| Mar 26, 2020 11:32 am | Alisha M. Groene | No | 3/23 - 3/27/20 - Administrative Leave |

3) Enter the dates taken and the words "Administrative Leave," choose Save and Previous Menu.

Pay Period: Mar 16, 2020 to Mar 29, 2020

| | |
|---|---|
| **Made By:** | Alisha M. Groene |
| **Comment Date:** | Mar 26, 2020 |
| **Confidential Indicator:** | ☐ |
| **Enter or Edit Comment:** | 3/23 - 3/27/20 - Administrative Leave |

[ Save ] [ Previous Menu ]

4) This is a sample of Regular Earnings with Shift A and a comment.

`Previous Menu` `Submit` `Change Record` `Restart` `Delete` `Add Comment`

Comments | Routing Queue | Account Distribution

**Time Sheet**

| Earnings | Shift | Special Rate | Total Hours | Total Units | Monday, Mar 16, 2020 | Tuesday, Mar 17, 2020 | Wednesday, Mar 18, 2020 | Thursday, Mar 19, 2020 | Friday, Mar 20, 2020 | Saturday, Mar 21, 2020 | Sunday, Mar 22, 2020 | Monday, Mar 23, 2020 | Tuesday, Mar 24, 2020 | Wednesday, Mar 25, 2020 | Thursday, Mar 26, 2020 | Friday, Mar 27, 2020 | Saturday, Mar 28, 2020 | Sunday, Mar 29, 2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Regular Earnings | 1 | | 40 | | | 8 | 8 | 8 | 8 | 8 | | | | | | | | |
| Regular Earnings | A | | 40 | | | | | | | | | | 8 | 8 | 8 | 8 | 8 | | |
| **Total Hours:** | | | 80 | | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | 8 | | |
| **Total Units:** | | | | 0 | | | | | | | | | | | | | | | |

**Time In and Out**

| Earnings | Monday, Mar 16, 2020 | Tuesday, Mar 17, 2020 | Wednesday, Mar 18, 2020 | Thursday, Mar 19, 2020 | Friday, Mar 20, 2020 | Saturday, Mar 21, 2020 | Sunday, Mar 22, 2020 | Monday, Mar 23, 2020 | Tuesday, Mar 24, 2020 | Wednesday, Mar 25, 2020 | Thursday, Mar 26, 2020 | Friday, Mar 27, 2020 | Saturday, Mar 28, 2020 | Sunday, Mar 29, 2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Regular Earnings | 08:00AM 12:00PM 01:00PM 05:00PM | 08:00AM 12:00PM 01:00PM 05:00PM | 08:00AM 12:00PM 01:00PM 05:00PM | 08:00AM 12:00PM 01:00PM 05:00PM | 08:00AM 12:00PM 01:00PM 05:00PM | | | 08:00AM 12:00PM 01:00PM 05:00PM | 08:00AM 12:00PM 01:00PM 05:00PM | 08:00AM 12:00PM 01:00PM 05:00PM | 08:00AM 12:00PM 01:00PM 05:00PM | 08:00AM 12:00PM 01:00PM 05:00PM | | |

**Comments**

| Date | Made by | Confidential | Comments |
|---|---|---|---|
| Mar 26, 2020 11:32 am | Alisha M. Groene | No | 3/23 - 3/27/20 - Administrative Leave |

# Leave Reporting – salary employees

1) Click Comments.

**Leave Report**

| Title and Number: | Director Univ Payroll Services -- 150165-00 |
|---|---|
| Department and Number: | Controller -- 40010 |
| Leave Report Period: | Mar 01, 2020 to Mar 31, 2020 |
| Submit By Date: | Apr 22, 2020 by 11:58 PM |

| Earning | Total Days | Total Units | Sunday Mar 01, 2020 | Monday Mar 02, 2020 | Tuesday Mar 03, 2020 | Wednesday Mar 04, 2020 | Thursday Mar 05, 2020 | Friday Mar 06, 2020 | Saturday Mar 07, 2020 |
|---|---|---|---|---|---|---|---|---|---|
| Vacation Pay | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Sick Pay | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Jury Duty | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Volunteer Hours | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Funeral Leave | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| **Total Days:** | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Units:** | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

`Position Selection` `Comments` `Preview` `Submit for Approval` `Restart` `Next`

**Submitted for Approval By:**
**Approved By:**
**Waiting for Approval From:**

2) Enter the date, time taken (.50=half day; 1=full day) and the words "Administrative Leave." Choose Save and Previous Menu.

## Comments

ⓘ To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.

| Made By: | You |
|---|---|
| Comment Date: | Mar 26, 2020 |
| Enter or Edit Comment: | 3/24/20 1 day Administrative Leave |

`Save` `Previous Menu`

3) You can see your comments by clicking the Preview button.

**Leave Report**

| Title and Number: | | | Director Univ Payroll Services -- 150165-00 | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Department and Number: | | | Controller -- 40010 | | | | | |
| Leave Report Period: | | | Mar 01, 2020 to Mar 31, 2020 | | | | | |
| Submit By Date: | | | Apr 22, 2020 by 11:58 PM | | | | | |

| Earning | Total Days | Total Units | Sunday Mar 01, 2020 | Monday Mar 02, 2020 | Tuesday Mar 03, 2020 | Wednesday Mar 04, 2020 | Thursday Mar 05, 2020 | Friday Mar 06, 2020 | Saturday Mar 07, 2020 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vacation Pay | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Sick Pay | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Jury Duty | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Volunteer Hours | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Funeral Leave | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| **Total Days:** | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Units:** | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

**Submitted for Approval By:**
**Approved By:**
**Waiting for Approval From:**

**Leave Report**

| Title and Number: | | | Director Univ Payroll Services -- 150165-00 | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Department and Number: | | | Controller -- 40010 | | | | | |
| Leave Report Period: | | | Mar 01, 2020 to Mar 31, 2020 | | | | | |
| Submit By Date: | | | Apr 22, 2020 by 11:58 PM | | | | | |

| Earning | Total Days | Total Units | Sunday Mar 01, 2020 | Monday Mar 02, 2020 | Tuesday Mar 03, 2020 | Wednesday Mar 04, 2020 | Thursday Mar 05, 2020 | Friday Mar 06, 2020 | Saturday Mar 07, 2020 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vacation Pay | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Sick Pay | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Jury Duty | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Volunteer Hours | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| Funeral Leave | 0 | | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days | Enter Days |
| **Total Days:** | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Units:** | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

**Submitted for Approval By:**
**Approved By:**
**Waiting for Approval From:**