Applying COVID19 – Admin Leave for ACPS employees

This documentation reviews how to apply COVID19 – Admin Leave for employees in various groups:
- Exempt employees/teachers
- Non-exempt employees who are not logging any time
- Non-exempt employees who are logging time

If you have any additional questions, please contact time@albemarle.org.

Applying COVID19 - Admin Leave for exempt employees/teachers

There are two ways to apply this leave for exempt employees/teachers:
Option 1: Delete schedules for the week for all exempt employees with the same total hours for the week, and then apply a lump-sum amount of COVID19 – Admin Leave.
Option 2: Apply COVID19 – Admin Leave on a day-by-day basis to all exempt employees with the same hours per day.

Option 1: Delete schedules for the week for all exempt employees/teachers with the same total hours for the week, and then apply a lump-sum amount of COVID19 – Admin Leave.

1. On the Manage My Department page, click on the dropdown arrow in the upper-left corner and select Total Hours.

2. OPTIONAL: When the Total Hours genie opens, click on the Pay Rule column to sort. This optional step groups employees by their status (exempt, non-exempt, etc.) and may make it easier to find and select employees.
3. Identify your exempt employees/teachers who work the same total number of hours per week and click to select them.
   a. Hold down the CTRL key and click on individual names.
   b. If the employees are grouped together, click on the first name, hold down the SHIFT key, and click on the last name to select all of them at once.
4. Click on the Schedule command and select Delete All Patterns.
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5. When the Delete All Patterns window opens, enter the start and end dates for the employee’s schedule the previous week (usually, a Monday and a Friday).

![Delete All Patterns Window]

6. Click on the Apply command to close the window and remove their scheduled hours. 
   Note: If you open an employee’s timecard now, they will not have any scheduled hours for that week:

   ![Timecard Example]

7. With the employee names still highlighted, click on the Timekeeping command and select Add Pay Code from the dropdown menu.

8. When the Add Pay Code window appears, complete the following information as described below:
   - **Pay Code**: select COVID19 – Admin Leave from the dropdown list
   - **Amount**: enter the amount of time (hours and minutes, if necessary) that equates to the exempt employee/teacher’s full work week.
   - **Effective Date**: select the last day of the pay period.
   - **Transfer**: leave blank.
   - **Stop pay from schedule**: leave this box checked.
   - **Comments**: if you want to add an optional, explanatory comment, click on the Add Comment command.
     - Select “Other” from the dropdown list.
     - Type your comment in the text box.
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- Click on the Add command if you want to add another comment. Otherwise, proceed to the next step.

9. Click on the Apply command to add to the employee timecard.
10. This is what COVID19 – Admin Leave looks like when added to an employee timecard; it appears on the day it was applied and is also summarized in the Totals tab at the bottom of the timecard.
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Option 2: Apply COVID19 – Admin Leave on a day-by-day basis to all exempt employees/teachers with the same hours per day.

1. On the Manage My Department page, click on the dropdown arrow in the upper-left corner and select Total Hours.

2. OPTIONAL: When the Total Hours genie opens, click on the Pay Rule column to sort. This optional step groups employees by their status (exempt, non-exempt, etc.) and may make it easier to find and select employees.

3. Identify your exempt employees/teachers who work the same total number of hours per day and click to select them.
   a. Hold down the CTRL key and click on individual names.
   b. If the employees are grouped together, click on the first name, hold down the SHIFT key, and click on the last name to select all of them at once.

4. With the employee names highlighted, click on the Timekeeping command and select Add Pay Code from the dropdown menu.

5. When the Add Pay Code window appears, complete the following information as described below:
   - Pay Code: select COVID19 – Admin Leave from the dropdown list
   - Amount: enter the amount of time (hours and minutes, if necessary) that equates to the exempt employee/teacher’s total number of hours per day.
   - Effective Date: select the first day of the pay period that the employee(s) work.
   - Transfer: leave blank.
   - Stop pay from schedule: leave this box checked. This checkmark is what removes the employee’s regular schedule from the timecard.
   - Comments: if you want to add an optional, explanatory comment, click on the Add Comment command.
     o Select “Other” from the dropdown list.
     o Type your comment in the text box.
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- Click on the Add command if you want to add another comment. Otherwise, proceed to the next step.

6. Click on the Apply command to add to the employee timecard.
7. Repeat steps 4-6 for each day worked in the previous pay period, so that you apply COVID19 – Admin Leave to the entire work week.
8. This is what COVID19 – Admin Leave looks like when added to an employee timecard using this day-by-day approach; it appears on the day it was applied and is also summarized in the Totals tab at the bottom of the timecard.
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Applying COVID19 – Admin Leave for non-exempt employees who did not log any time

If a non-exempt employee does not log any time in a pay period, the shortfall process is not triggered for them, so you will not need to balance hours for these employees. Instead, you can apply COVID19 – Admin Leave for the total amount of hours the employee is scheduled to work for the week.

1. On the Manage My Department page, click on the dropdown arrow in the upper-left corner and select Total Hours.

2. Select the employees who need the same amount of COVID19 – Admin Leave applied. In the screenshot below, these six employees need 36:15 total hours for the week applied.
   - Hold down the CTRL key and click on individual names.
   - If the employees are grouped together, click on the first name, hold down the SHIFT key, and click on the last name to select all of them at once.

3. Once you have selected the group of employees, click on the Timekeeping command and select Add Pay Code from the dropdown menu.

4. When the Add Pay Code window appears, complete the following information as described below:
   - Pay Code: select COVID19 – Admin Leave from the dropdown list
   - Amount: enter the total amount of time the employee is scheduled to work each pay period (hours and minutes, if necessary).
   - Effective Date: select the last day of the pay period.
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- **Transfer**: leave blank.
- **Stop pay from schedule**: leave this box checked.
- **Comments**: if you want to add an optional, explanatory comment, click on the Add Comment command.
  - Select “Other” from the dropdown list.
  - Type your comment in the text box.
  - Click on the Add command if you want to add another comment. Otherwise, proceed to the next step.

5. Click on the **Apply** command to add to the employee timecard.
6. This is what COVID19 – Admin Leave looks like when added to an employee timecard; it appears on the day it was applied and is also summarized in the **Totals** tab at the bottom of the timecard.
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Applying COVID19 – Admin Leave for non-exempt employees who did log time worked

Note: Because COVID19 - Admin Leave is intended to keep employees whole for the week, it should not be applied until after the pay period has closed for any non-exempt employees who are logging time worked.

- If an employee logs time during the pay period, but does not work up to their normal schedule, the shortfall process will run at the end of the pay period.
- Once pay period close has triggered shortfall, you can apply the appropriate amount of COVID19 – Admin Leave to reverse the shortfall and keep the employee whole for the pay period.

1. On the Manage My Department page, click on the dropdown arrow in the upper-left corner and select **Total Hours**.

2. On the Total Hours genie, click on the **Shortfall** column to sort by this column. Once you can see how much shortfall non-exempt employees had for the previous pay period, you are ready to apply the necessary amounts of COVID19 – Admin Leave.

3. Select the employees who need the same amount of COVID19 – Admin Leave applied. In the screenshot below, three employees need 7:15 hours applied.
   - Hold down the **CTRL** key and click on individual names.
   - If the employees are grouped together, click on the first name, hold down the **SHIFT** key, and click on the last name to select all of them at once.

4. Once you have selected the group of employees, click on the **Timekeeping** command and select **Add Pay Code** from the dropdown menu.

5. When the **Add Pay Code** window appears, complete the following information as described below:
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- **Pay Code:** select COVID19 – Admin Leave from the dropdown list
- **Amount:** enter the total amount of time the employee needs to reach their scheduled hours for the week (hours and minutes, if necessary).
- **Effective Date:** select the last day of the pay period.
- **Transfer:** leave blank.
- **Stop pay from schedule:** leave this box checked.
- **Comments:** if you want to add an optional, explanatory comment, click on the Add Comment command.
  - Select “Other” from the dropdown list.
  - Type your comment in the text box.
  - Click on the Add command if you want to add another comment. Otherwise, proceed to the next step.

6. Click on the Apply command to add to the employee timecard.

7. This is what COVID19 – Admin Leave looks like when added to an employee timecard; it appears on the day it was applied and is also summarized in the Totals tab at the bottom of the timecard.