

Coronavirus KU page: coronavirus.ku.edu/

Coronavirus HRM page: humanresources.ku.edu/coronavirus

HR/Pay Website: hr.ku.edu

This document covers the COVID-19 related absence reporting effective 4/19/20. This process is for all employees, hourly (non-exempt) and salaried (exempt), temporary and regular, students, staff and faculty. This process will allow the University to meet the reporting and tracking requirements for all sources of funding including projects. The prior timesheet reporting method for hourly employees who were not working due to COVID-19 is discontinued as of 4/19/20.

Absence requests should be submitted by the employee. If necessary, the supervisor has access to submit an absence on behalf of the employee. Supervisors will continue to approve Time and Absence as usual including the new COVID-19 absences. The submitter and approval data are stored in HR/Pay and serves as the request and approval signatures for audit.

Notes:

- a) It is important for everyone to report when they are not working and are eligible to be covered by an absence related to COVID-19. The reported absence data will be used for required state and federal reporting and this data will be used if replacement or reimbursement funds are made available.
- b) If not working due to a COVID-19 related issue, all non-student employees are to submit the [KU COVID-19 Leave Request Form](#), if they have not already done so, in addition to reporting the Absence in HR/Pay.
- c) Employee information & FAQs are available at humanresources.ku.edu/coronavirus.
- d) This change does not impact other existing Time or Absence reporting methods or processes. The emergency paid leave below is a separate leave and does not reduce the balance of regular sick leave.

Absence Submission and Navigation: Self Service>Time Reporting>Report Time>Absence Request

The reasons for submitting the Coronavirus (COVID-19) leave will relate to the options in HR/Pay.

- A) **Start Date** must be entered
- B) **End Date** does not have to be entered if the request is for 1 day.
- C) Select the **Filter by Type: Coronavirus (COVID19)**
- D) Select the appropriate **Absence Name** based on the appropriate option:
 - 1) is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 select **Emergency Paid Sick Lv1-3;**
 - 2) has been advised by a health care provider to self-quarantine related to COVID-19 select **Emergency Paid Sick Lv1-3;**
 - 3) is experiencing COVID-19 symptoms and is seeking a medical diagnosis; select **Emergency Paid Sick Lv1-3;**
 - 4) is caring for an individual subject to an order described in (1) or self-quarantine as described in (2) select **Emergency Paid Sick Lv4-6;**
 - 5) is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19 select **Emergency Paid Sick Lv4-6;**
 - 6) is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury select **Emergency Paid Sick Lv4-6;**

- 7) Expanded FMLA for caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19 **Expanded FMLA-Care for Child**; or
- 8) For the KU commitment to cover pay when the employee is not eligible for the above federal COVID-19 reasons select **KU Non-Federal Covered**.

E) Partial Days

- 1) Absence Management uses the employee’s work schedule to determine the hours to be paid when full or half days are selected.
 - a. Work schedules for temporary hourly employees are not maintained in HR/Pay; temporary hourly employees are to always select the *Partial Days* option for all Absence requests.
- 2) When selecting *Partial Days*, the *Day Hours* box will be displayed and the hours taken need to be entered in the *Day Hours* box.
 - a. If you are not taking the same hours for each day included in the *Start Date* and *End Date*, you will need to do a separate Absence Request for each day filling out the hours for each day.
- 3) Salaried/Exempt employees can only take *Emergency Paid Sick Lv1-3 Exmpt* in half or full day increments.
- 4) Salaried/Exempt employees may take *Emergency Paid Sick Lv4-6, Exmpt, Expanded FMLA-Care for Child* and *KU Non-Federal Covered* leave in quarter hour increments (.25, .50, .75, or 1.00) or in half or full days.
- 5) Hourly/Non-Exempt employees may report leave in quarter hour increments (.25, .50, .75, or 1.00) or half and full day for all options.

F) Submit

More detailed instructions regarding [Absence Management](#) are located on the [Human Resource web page under Time & Pay>Resources](#).

*Start Date : 04/23/2020

End Date : []

Filter by Type : Coronavirus (COVID19)

*Absence Name : Select Absence Name

Partial Days : None

Start Day Hours : [] Start Day is Half Day

Comments

Requestor Comments : []

Go To [View Absence Request History](#) [View Absence Balances](#)

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