

From: [Human Resource Management-KU](#)
To: [KU Lawrence Faculty and Staff](#)
Subject: New Process for Reporting COVID-19 Leave
Date: Monday, April 27, 2020 8:29:29 PM

This message is sent on behalf of Mike Rounds.

While Human Resource Management (HRM) is working to provide current information focused on the safety and support of our employees, we must also create systems that meet the reporting and calculation needs required under the federal Families First Coronavirus Reporting Act (FFCRA).

Earlier we put into place a method for keeping hourly employees paid. This timesheet method, which met the immediate short-term need, has been discontinued as of the payroll period ending April 18. HRM will work with areas whose employees or supervisors have already entered or approved COV19 in the timesheets. We ask that you do not enter any additional hours for COV19 in the Timesheet as of this notice and use the Absence module.

We have created an Absence Request process for all employees who take COVID-19 covered leave as of the payroll period beginning April 19. This data will be used when we calculate the next payroll period, which ends May 2. This new Absence Request method is for all employees, temporary and regular, staff, faculty and students. This method will allow KU to track COVID-19 leave types and usage, calculate pay and distribute costs as needed for financial reporting.

As Absence Management uses work schedules to allow a submission, we have preloaded default schedules for those temporary hourly employees. We will contact those areas who have these employees.

It is very important that eligible employees *who are not working due to COVID-19* submit an absence through this new process. This data could be used if replacement or reimbursement funds are identified and, for those on projects, it will allow tracking of expenditures without effort.

Please refer to the HRM Employee Coronavirus [webpage](#), which contains detailed information regarding this leave, as well as many Frequently Asked Questions. Non-student employees who are using the FFCRA and COVID-19 leave and who have not submitted the [KU COVID-19 Leave Request Form](#) will need to do this in addition to the reporting in HR/Pay.

We have updated our [Coronavirus COVID-19 Absence Reporting in HR/Pay](#) document to cover this Absence reporting method. If you have any questions regarding time, absences or HR/Pay, please contact the HR/Pay Team at 785/864-0600 or hrpay@ku.edu.

Important notes:

- All employees who are not working for any reason due to COVID-19 are to report the appropriate COVID-19 absence.
- Hourly employees who are continuing to work—on or off campus—must report their time as normal in HR/Pay.

Thank you for your assistance.

If you have questions, please contact [Human Resource Management](#) - [HR/Pay Team](#) 785/864-0600.

[Human Resource Management website](#)

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