



PAYROLL UPDATE: LEAVE USAGE DURING COVID-19 OUTBREAK

During this COVID-19 outbreak, an additional leave code has been created to help identify situations where employees can use administrative leave in specific circumstances for 10 work days per circumstance.

Leave code 19ND has been added for use in specific emergency/disaster situations. This code will be utilized for tracking the COVID19 Administrative Leave.

To have the option to use the COVID-19 Administrative Leave (leave code 19ND) you need to:

- Meet specific criteria as defined on the Employee Verification for Paid Leave Due to Coronavirus 2019 form.
- Be unable to telecommute.

To use the COVID-19 Administrative leave employees must:

- Complete the [Employee Verification for Paid Leave Due to Coronavirus 2019 form](#) and attach it to their timesheet along with the leave slip.
 - o For employees who submit a timesheet through ESS they should either:
 - attach the **Employee Verification for Paid Leave Due to Coronavirus 2019 form** and leave slip to the Timesheet in ESS or
 - if they do not want to attach the **Employee Verification for Paid Leave Due to Coronavirus 2019 form** to their ESS Timesheet they can send it separately to their Admin Staff and Payroll Services, but must still attach the Leave Slip to their ESS Timesheet.
- Select "other" on their leave slip and note the leave code **19ND**.
- Report the leave code 19ND on their timesheet and enter the appropriate LDP Override code.
 - o Employees must work with their Admin Staff to understand what LDP Override code they need to use with the leave reported on their timesheet to make sure the appropriate accounting information is reflected.

If an employee meets the specific criteria as defined on the **Employee Verification for Paid Leave Due to Coronavirus 2019 form** but has the ability to telecommute then:

- That employee must continue to work from home as long as they are able
- If the employee is unable to work and meets the specific criteria as defined on the Employee Verification for Paid Leave Due to Coronavirus 2019 form then they can use the leave code 19ND as explained above.
 - o Please note: If an employee can work at least part time they can use the 19ND leave code intermittently to make up for hours they were unable to work.

If leave must be taken due to reasons related to COVID-19 that does not meet the specific criteria outlined, then employees should use the appropriate accrued leave available to them to take the necessary time off. (Sick Leave, Personal Leave, Comp Leave, Flex Leave). Please work with your Admin Staff to make sure you are using the appropriate LDP Override code for the event codes being reported since there may be changes needed due to accounting concerns related to the COVID-19 outbreak.



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If an employee’s leave usage does not relate to COVID-19 in any way then the employee will use the appropriate leave code and will not use the corresponding LDP override code.

This is an ever evolving situation please check back with the [COVID-19 Resources page](#) to find the most up to date information regarding the COVID-19 leave usage and policy.

How to Add the LDP Override Code to Your Timesheet

How to add the LDP Override code to a timesheet depends on whether an employee fills out a paper timesheet or submits a timesheet through ESS.

If an employee fills out a paper timesheet they will need to add the LDP override code to the right of the “Event Code Description”.

| Event Code | Event Code Description | LDP Override / Ref # |
|------------|------------------------|----------------------|
| 100 | REGULAR PAY | |
| 105 | REG HOLIDAY | |
| 165 | LV PER | |
| 165SK | LV PER SK | |
| 150 | LV SICK | |
| 160 | LV ANN | |
| 19ND | EMER/NAT DIS LV | |
| | | |
| | | |
| | | |

If an employee completes their timesheet through Employee Self Service (ESS) they can click on the “View/Hide Override Details” button and select the LDP provided by your Admin Staff from the LDPR Profile picklist for the appropriate line in the timesheet. More detailed instructions can be found on page 33 on the ESS Reference Guide (PDF).