ISU COVID-19 Sick Time Off is a <u>new</u> bank of paid time off to be used for COVID-19 related reasons such as illness, isolation, and quarantine for yourself or for a family member.

This time off type is effective January 1, 2021 through June 30, 2021.

**Student, Seasonal and Temporary** employees will have up to 20 hours of paid time off available that will be loaded on an individual basis should the employee be unable to work their scheduled hours due to illness, isolation, and/or quarantine related to COVID-19.

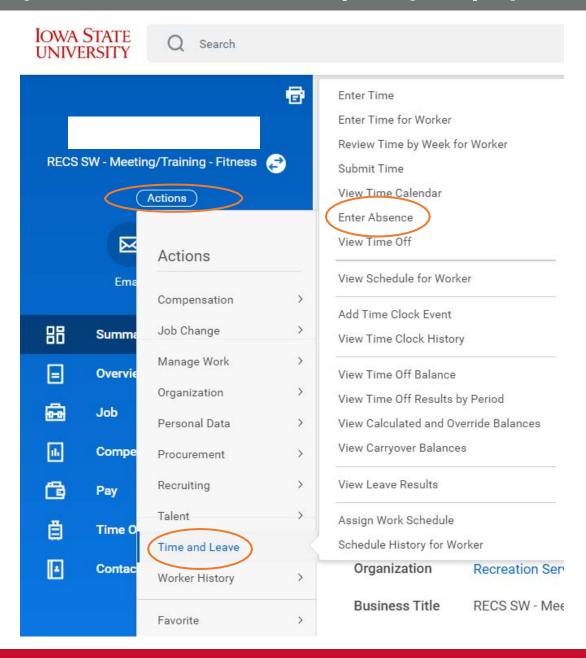
**NOTE**: You will not be able to add any ISU COVID-19 Sick Time Off for a student, seasonal or temporary worker until they have a balance loaded. If a balance needs to be loaded please contact <a href="mailto:hr\_delivery@iastate.edu">hr\_delivery@iastate.edu</a>.

ISU COVID-19 Sick Time Off requests for students must be initiated by their Manager, Timekeeper or other support role. Time off for a student, seasonal or temporary employee may be entered through the employee's Absence Calendar or Timesheet.

This job aid provides step-by-step instructions on how to submit this type of time off.

# **Enter Time Off through the Absence Calendar**

- Navigate to the Absence Calendar
  - a. Navigate to the Worker's Profile
  - b. Select Actions (under employee's name)
  - c. Hover over Time and Leave
  - d. Select Enter Absence

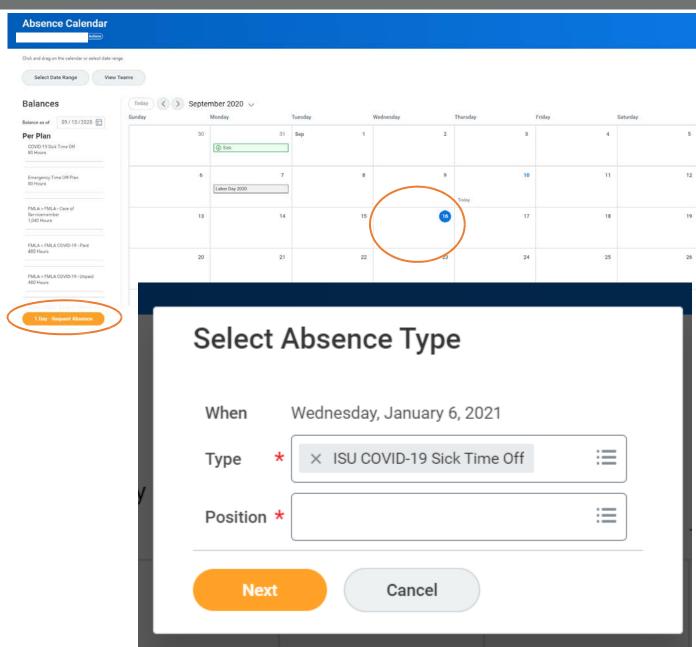


#### 2. Enter **ISU** COVID-19 Sick Time Off

a. Select the applicable date(s) on the Absence Calendar

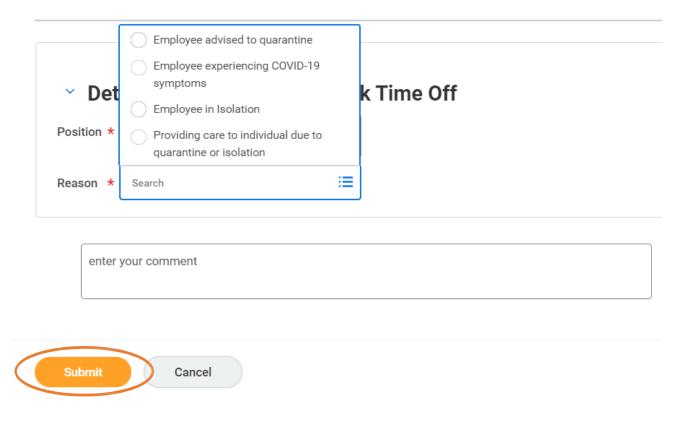
**NOTE:** 1/1/2021 is the first day the **ISU** COVID-19 Sick Time Off can be utilized.

- b. Click the orange Request Absence button in lower left-hand corner
- c. Select ISU COVID-19 SickTime Off
- d. Select applicable position that the **ISU** COVID-19 Sick Time Off should be applied to
- e. Click Next



#### 3. Select Reason Code

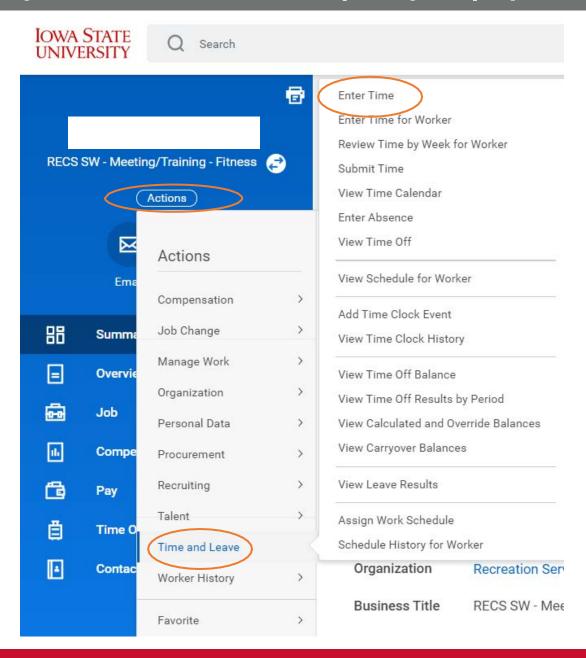
- a. Select the applicable **reason**
- b. Press the orange Submit button in the lower left-hand corner



WorkCyte

# Enter Time Off through the Timesheet

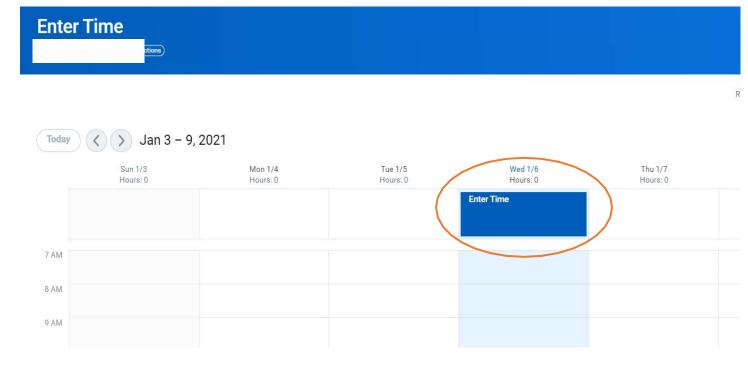
- I. Navigate to the Timesheet
  - a. Navigate to the Worker's Profile
  - b. Select Actions (under employee's name)
  - c. Hover over Time and Leave
  - d. Select Enter Time



#### 2. Enter ISU COVID-19 Sick Time Off

a. Click on the day you would like to enter the time off to bring up the "Enter Time" box

**NOTE:** 1/1/2021 is the first day the ISU COVID-19 Sick Time Off can be utilized.



- b. Select ISU COVID-19 Sick Time Off as the "Time Type"
- Select applicable position that the ISU COVID-19 Sick Time Off should be applied to
- d. Select the applicable Time Off Reason
- e. Click OK

**NOTE**: The timesheet will then need to be submitted as usual on a weekly basis for the time off to be approved.

