

ISU COVID-19 Sick Time Off is a new 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 hr_delivery@iastate.edu.

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

- I. 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

The screenshot displays the Workday interface for a worker profile. At the top, the Iowa State University logo and a search bar are visible. The worker's name, 'RECS SW - Meeting/Training - Fitness', is shown. A blue navigation bar contains several menu items: 'Actions', 'Summary', 'Overview', 'Job', 'Compensation', 'Pay', 'Time Off', and 'Contact'. The 'Actions' menu is highlighted with an orange circle. A dropdown menu is open under 'Actions', with 'Time and Leave' highlighted by an orange circle. A secondary dropdown menu is open under 'Time and Leave', with 'Enter Absence' highlighted by an orange circle. Other options in the secondary menu include 'View Time Calendar', 'View Time Off', 'View Schedule for Worker', 'Add Time Clock Event', 'View Time Clock History', 'View Time Off Balance', 'View Time Off Results by Period', 'View Calculated and Override Balances', 'View Carryover Balances', 'View Leave Results', 'Assign Work Schedule', and 'Schedule History for Worker'. At the bottom, the 'Organization' is listed as 'Recreation Ser' and the 'Business Title' is 'RECS SW - Mee'.

Requesting ISU COVID-19 Sick Time Off in Workday – Student/Seasonal/Temporary Employees

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

- 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.

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

The screenshot displays the 'Absence Calendar' interface. On the left, the 'Balances' section lists various leave types, with 'COVID-19 Sick Time Off' (80 Hours) highlighted. Below this, an orange button labeled '1 Day - Request Absence' is circled. The main calendar view shows a grid for September 2020, with a date range from Sunday, September 30 to Saturday, October 10. A date range from Monday, September 31 to Tuesday, October 1 is highlighted in green, and a date range from Monday, October 6 to Tuesday, October 7 is highlighted in grey. The date '16' is circled in orange. A modal window titled 'Select Absence Type' is overlaid on the right, showing the date 'Wednesday, January 6, 2021', the type 'ISU COVID-19 Sick Time Off', and a 'Next' button.

Absence Calendar

Click and drag on the calendar or select date range.

Select Date Range View Teams

Balances

Balance as of 09/10/2020

Per Plan

- COVID-19 Sick Time Off 80 Hours
- Emergency Time Off Plan 80 Hours
- FMLA - FMLA - Care of Servicemember 1,040 Hours
- FMLA - FMLA COVID-19 - Paid 480 Hours
- FMLA - FMLA COVID-19 - Unpaid 480 Hours

1 Day - Request Absence

Select Absence Type

When Wednesday, January 6, 2021

Type * ISU COVID-19 Sick Time Off

Position *

Next Cancel

3. Select Reason Code

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

The screenshot shows a form for requesting sick time off. The 'Reason' field is expanded, showing the following options:

- Employee advised to quarantine
- Employee experiencing COVID-19 symptoms
- Employee in Isolation
- Providing care to individual due to quarantine or isolation

Below the form is a text input field labeled 'enter your comment'. At the bottom, there are two buttons: 'Submit' (highlighted with an orange circle) and 'Cancel'.

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

The screenshot displays the Workday interface for a worker's profile. At the top left, the Iowa State University logo is visible. A search bar is located at the top right. The main content area shows the worker's name, 'RECS SW - Meeting/Training - Fitness', and a list of actions. The 'Actions' menu is open, and the 'Time and Leave' option is highlighted. The 'Enter Time' option is circled in orange in the original image. The 'Time and Leave' menu is also circled in orange. The 'Enter Time' option is circled in orange in the original image.

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Search

RECS SW - Meeting/Training - Fitness

Actions

Actions

Compensation >

Job Change >

Manage Work >

Organization >

Personal Data >

Procurement >

Recruiting >

Talent >

Time and Leave

Worker History >

Favorite >

Enter Time

Enter Time for Worker

Review Time by Week for Worker

Submit Time

View Time Calendar

Enter Absence

View Time Off

View Schedule for Worker

Add Time Clock Event

View Time Clock History

View Time Off Balance

View Time Off Results by Period

View Calculated and Override Balances

View Carryover Balances

View Leave Results

Assign Work Schedule

Schedule History for Worker

Organization Recreation Ser

Business Title RECS SW - Mee

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.

The screenshot shows the 'Enter Time' interface in Workday. At the top, there is a blue header bar with the text 'Enter Time' and a search box. Below the header, there is a navigation bar with 'Today', left and right arrows, and the date range 'Jan 3 – 9, 2021'. The main area is a calendar grid for the week of January 3rd to 9th, 2021. The days are labeled as Sun 1/3, Mon 1/4, Tue 1/5, Wed 1/6, and Thu 1/7, each with 'Hours: 0' below it. The grid has rows for 7 AM, 8 AM, and 9 AM. A blue box with the text 'Enter Time' is overlaid on the Wednesday, January 6th cell, and this box is circled in orange. The grid cells for Wednesday, January 6th, from 7 AM to 9 AM are shaded light blue.

- b. Select **ISU COVID-19 Sick Time Off** as the “Time Type”
- c. 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.

The screenshot shows a mobile interface for entering time. At the top, it says "Enter Time" followed by the date "01/06/2021". Below this are several input fields:

- Time Type ***: A dropdown menu with "ISU COVID-19 Sick Time Off" selected.
- Position**: A dropdown menu with "RECS SW - Meeting/Training - Fitness" selected.
- Hours ***: A text input field containing the number "5".
- Details**: A section containing:
 - Time Off Reason ***: An empty dropdown menu.
 - Comment**: A large empty text area.

At the bottom of the form are two buttons: "OK" (orange) and "Cancel" (grey).