

STUDENTS – UNWORKED TIME – COVID-19

This quick reference will explain how to record time for students who are not working due to closings related to the COVID-19 pandemic. Currently, this code is to be used between March 12 and May 6, 2020.

PAY CODE CLARIFICATION – WORKDAY TIME TRACKING

WORKED TIME

- Time type **Regular** is used for individuals who worked on campus or remotely during this time period.
- Time type **Unworked Time – COVID-19** is used for individuals who are not working during this time period. This code is meant to pay students hours they were scheduled to work but unable to.

UNWORKED TIME

- Time type **Unworked Time – COVID-19** is used for individuals who are not working during this time period. This code is meant to pay students hours they were scheduled to work but unable to.

Enter Time
03/20/2020

Example Time Types for Hourly Student Employees

Time Type *

Hours *

Details

Comment

Regular

Unworked Time - COVID-19

Incentive Pay

Non Pay

NEW CODE: Used if student employee does *not* work

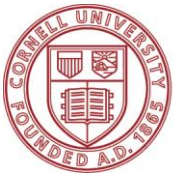
TIME ENTRY HELP – WORKDAY TIME TRACKING

PAY PERIODS AND DUE DATES

- 03/12/2020-03/25/2020 – Time entry cut off Thursday, 03/26 at 12:00PM
- 03/26/2020-04/08/2020 – Time entry cut off Thursday, 04/09 at 12:00PM
- 04/09/2020-04/22/2020 – Time entry cut off Thursday, 04/23 at 12:00PM
- 04/23/2020-05/06/2020 – Time entry cut off Thursday, 05/07 at 12:00PM

JOB AIDS

- Because managers may not be used to entering time on behalf of their student workers, it is important to use all available resources and make sure they know the above deadlines.
- [Student Enter Time](#)
- [Enter Time on Behalf of Employee](#)



REPORTING REQUIREMENTS

Prior to submission of timecards to Payroll for processing, please ensure your department Payrep has run and audited the **Time for Supervisory Organizations by Time or Calculation Type** report for accuracy.

Time for Supervisory Organizations by Time or Calculation Type Actions

Instructions Custom Report

Organizations * x Cornell University (Martha E. Pollack) ... ☰

Include Subordinate Organizations

Calculation Tags * x z-COVID-19 Student Time Not Worked ... ☰

Start Date * 03 / 12 / 2020 📅

End Date * 03 / 25 / 2020 📅

Worker ☰

Exclude Employee Type ☰

Job Family Group ☰

OK
Cancel

←

This calculation tags will return any time blocks that are using the Unworked Time - COVID-19 time entry code. You can then review for dates, times, and accuracy.