FOR EMPLOYEES WHO ARE NOT ABLE TO WORK REMOTELY- COVID-19
NSHE Job Aid Guidance

NOTE:
If you have questions regarding costing allocation instructions within the job aids, contact your HR Finance Coordinator.

You will need to be logged into Workday in order to access the Job Aids.
- Click the link- Tracking Coronavirus HR and Finance Costs

Version April 15, 2020

SALARIED EMPLOYEES

ACADEMIC/ADMINISTRATIVE FACULTY

If my current Academic or Administrative Faculty employee cannot work remotely, how is their time entered for Paid Leave under the COVID-19 in Workday?

- Enter the time as “Admin Leave w/ Pay” and reason as Coronavirus Time Off
- Utilize the NSHE Workday Job Aid for PAY: Time Off Tracking for Coronavirus

POST DOC’s/ MEDICAL RESIDENT/ DENTAL RESIDENT

If my current Post Doc, Medical Resident and/or Dental Resident employee cannot work remotely, how is their time entered for Paid Leave under the COVID-19 in Workday?
http://www.PAY:TimeOffTrackingforCoronavirus

- Enter the time as “Admin Leave w/ Pay” and reason as Coronavirus Time Off
- Utilize the NSHE Workday Job Aid for PAY: Time Off Tracking for Coronavirus
REGULAR CLASSIFIED SALARIED

If my current Regular Classified Salaried employee cannot work remotely, how is their time entered for Paid Leave under the COVID-19 in Workday?

- Enter the time as “Admin Leave w/ Pay” and reason as Coronavirus Time Off
- Utilize the NSHE Workday Job Aid for PAY: Time Off Tracking for Coronavirus
  - If the employee works less than 40 hours per week you will need to enter the actual hours they would normally work per pay period into Workday and use the “Admin Leave w/Pay” code

LOA SALARIED

If my current Letter of Appointment-Salaried employee cannot work remotely, how is their time off entered for Paid Leave under the COVID-19 in Workday?

- Letter of Appointment-Salaried employees now have the ability to request time off for the COVID-19 and should enter it as “Admin Leave w/ Pay” and reason as Coronavirus Time Off
- Utilize the NSHE Workday Job Aid for PAY: Time Off Tracking for Coronavirus

GRADUATE ASSISTANTS

If my current Graduate Assistant employee cannot work remotely, how is their time off entered for Paid Leave under the COVID-19 in Workday?

- Graduate Assistant employees now have the ability to request time off for the COVID-19 and should enter it as “Admin Leave w/ Pay” with reason as Coronavirus Time Off
- Utilize the NSHE Workday Job Aid for PAY: Time Off Tracking for Coronavirus
STUDENT EMPLOYEES

If my current student employee cannot work remotely, how is their time entered for Paid Leave under the COVID-19 in Workday?

- Student employees will continue to be paid for hours scheduled through the end of the spring semester (May 16, 2020), regardless of their ability to work remotely.
  - Enter their regularly scheduled hours into Workday by utilizing the NSHE Workday Job Aid for PAY: Time Tracking for Coronavirus (Hourly/Classified)
  - If your Student employee does not have a set schedule, enter the average number of hours as of the three (3) month period beginning January 1, 2020 through March 31, 2020. Enter the time into Workday by utilizing the NSHE Workday Job Aid for PAY: Time Tracking for Coronavirus (Hourly/Classified)

Note-
For assistance with calculating average hours contact your HR Salary Administration Business Partner: https://www.unlv.edu/sites/default/files/page_files/27/HR-BusinessTeams.pdf

TEMPORARY HOURLY

If my current Temporary Hourly employee cannot work remotely, how is their time entered for Paid Leave under the COVID-19 in Workday?

- **Effective April 16, 2020** - Temporary Hourly employees who are not able to work remotely should not have time reported in Workday.

LOA HOURLY

If my current LOA Hourly employee cannot work remotely, how is their time entered for Paid Leave under the COVID-19 in Workday?

- **Effective April 16, 2020** - Letter of Appointment Hourly employees who are not able to work remotely should not have time reported in Workday.

For questions regarding these instructions or job aids please contact your HR Salary Administration Business Partner: https://www.unlv.edu/sites/default/files/page_files/27/HR-BusinessTeams.pdf