

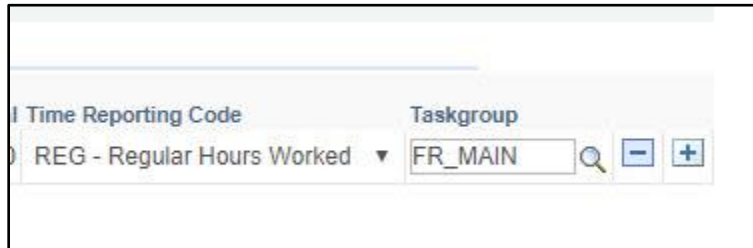
Non-Represented Student Time Entry During COVID-19 Pandemic

Starting April 6, 2020 through the end of the Spring 2020 semester or if your CPAL leave exceeds 128 hours
(Time worked prior to April 6th should be entered in as regular hours scheduled to work)

Timesheet Entry (except job code 1868 – see instructions below)

Working Normal Schedule On Campus and/or Telework Normal Schedule:

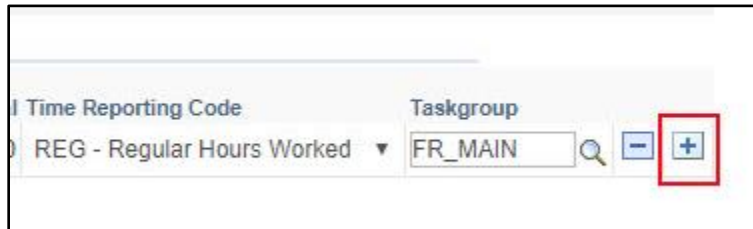
1. On your timesheet, enter the number of hours you worked on campus or teleworked using the Time Reporting code “REG – Regular hours worked”.



A screenshot of a software interface for entering time. It features two dropdown menus: 'Time Reporting Code' and 'Taskgroup'. The 'Time Reporting Code' dropdown is set to 'REG - Regular Hours Worked'. The 'Taskgroup' dropdown is set to 'FR_MAIN'. To the right of the 'Taskgroup' dropdown are search, minus, and plus icons.

Working On Campus/Telework Combination and Taking Leave Credits:

1. If you worked on campus and telecommuting on a reduced work schedule, enter your leave time by selecting “+” and enter the CPAL time on your regular scheduled day.



A screenshot of the same software interface as above. The 'Time Reporting Code' is 'REG - Regular Hours Worked' and the 'Taskgroup' is 'FR_MAIN'. The plus sign icon to the right of the 'Taskgroup' dropdown is highlighted with a red rectangular box.



A screenshot of the software interface showing a dropdown menu for the 'Time Reporting Code'. The dropdown is open, and 'CPAL - COVID PAL' is selected and highlighted in blue. Other options visible in the dropdown include 'CFML - COVID FFCRA FML', 'CSICK - COVID FFCRA Sck', and 'REG - Regular Hours Worked'. The 'Taskgroup' dropdown is set to 'FR_MAIN'.



Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Total	Time Reporting Code	Taskgroup
4				72.0	REG - Regular Hours Worked	FR_MAIN
	8	8			CPAL - COVID PAL	FR_MAIN

Not Working On Campus or Telework – CPAL Only:

1. If you did not work on campus or telework, enter your normally scheduled hours and change the Time Reporting Code to “CPAL” instead of “REG – Regular hours worked”.

View By: Time Period *Date: 04/01/2020 Refresh << Previous Time Period Next Time Period >>
 Reported Hours: 52.0 Hours Scheduled Hours: 0.0 Hours << Previous Employee Next Employee >>
 From Wednesday 04/01/2020 to Thursday 04/30/2020

Timesheet

Wed 4/1	Thu 4/2	Fri 4/3	Sat 4/4	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11	Sun 4/12	Mon 4/13	Tue 4/14	Wed 4/15	Thu 4/16
	8.0	4.0				8.0		8.0	4.0					4.0	

Submit

Reported Time Status - select to hide

Reported Time Status | First 1-8 of 8 Last

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	04/02/2020	Needs Approval	8.0	CPAL	
<input type="checkbox"/>	04/03/2020	Needs Approval	4.0	CPAL	
<input type="checkbox"/>	04/07/2020	Needs Approval	8.0	CPAL	
<input type="checkbox"/>	04/09/2020	Needs Approval	8.0	CPAL	
<input type="checkbox"/>	04/10/2020	Needs Approval	4.0	CPAL	
<input type="checkbox"/>	04/15/2020	Needs Approval	4.0	CPAL	
<input type="checkbox"/>	04/28/2020	Needs Approval	8.0	CPAL	
<input type="checkbox"/>	04/30/2020	Needs Approval	8.0	CPAL	

Select All Deselect All Approve Selected Deny Selected

Sat 4/25	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Total	Time Reporting Code	Taskgroup
			8.0		8.0	52.0	CPAL - COVID PAL	FR_MAIN

1868 - Student Assistant - Nonresident Alien Tax Status

Students are to enter their time using the REG TRC only if they are on campus working and/or telecommuting. Reporting of CPAL hours will be completed by the timekeeper using Timekeeper Absence entry pages. The combined hours on the Timesheet and Absence Management will be sent to the State Controller's Office to issue pay.

To track CPAL leave usage, students hired using the job code 1868 will be instructed to enter the hours they are using CPAL (not working on campus or teleworking) using Absence Management. Instructions will be sent to the impacted students and timekeepers.

TimeclockEntry (Punch time)

1. Enter in and out time as scheduled to work.
2. Select the comment button and enter the phrase "CPAL" in the section provided
3. Then select the save button and select okay once the pop up window shows. Comment is now saved.

Select for Instructions

View By: Time Period *Date: 04/01/2020 Refresh << Previous Time Period Next Time Period >>
<< Previous Employee Next Employee >>

Reported Hours: 29.5 Hours Scheduled Hours: 0.0 Hours Show all Punch Types

From 04/01/2020 to 04/30/2020

Timesheet

Select	Day	Date	Status	In	Out	Punch Total	Taskgroup	Time Zone	TL Activity	Date		
<input type="checkbox"/>	Wed	4/1	Needs Approval	3:00:00PM	6:30:00PM	3.5	FR_LIBRARY	PST		4/1	-	+
<input type="checkbox"/>	Thu	4/2	New				FR_LIBRARY	PST		4/2	-	+
<input type="checkbox"/>	Fri	4/3	New				FR_LIBRARY	PST		4/3	-	+
<input type="checkbox"/>	Sat	4/4	New				FR_LIBRARY	PST		4/4	-	+
<input type="checkbox"/>	Sun	4/5	New				FR_LIBRARY	PST		4/5	-	+
<input type="checkbox"/>	Mon	4/6	Needs Approval	3:00:00PM	6:00:00PM	3.0	FR_LIBRARY	PST		4/6	-	+

Reported Hours: 29.5 Hours Scheduled Hours: 0.0 Hours

From 04/01/2020 to 04/30/2020

Timesheet

Select	Day	Date	Status	In	Out	P
<input type="checkbox"/>	Wed	4/1	Needs Approval	3:00:00PM	6:30:00PM	
<input type="checkbox"/>	Thu	4/2	New			
<input type="checkbox"/>	Fri	4/3	New			
<input type="checkbox"/>	Sat	4/4	New			
<input type="checkbox"/>	Sun	4/5	New			

Personalize | Find | View All | First 1 of 1 Last

Operator Id	DateTime Created	Source	Comment
1 106692072	04/28/2020 8:05AM	Time Reporting	<u>CPAL</u>

Save Cancel

Message

Are you sure you want to save the comment(s) entered? (13504,10060)

Once the page is saved, the comments cannot be changed.
Press OK to Save or press Cancel to return to the Comments page without saving.

OK Cancel