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”.

**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.
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”.

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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.