# DETERMINING EMPLOYEE PAY CODES

**How To Record Your Time During the COVID-19 Crisis | Effective January 1, 2021**

**STATUS**

<table>
<thead>
<tr>
<th>Working on-campus or working remotely on regular work or other duties as assigned</th>
<th>On vacation</th>
<th>Caring for immediate family member sick with COVID-19*</th>
<th>Caring for child out of school due to COVID-19 closure*</th>
<th>Sick with illness unrelated to COVID-19 closure</th>
<th>Sick with COVID-19 Request COVID-19 HEALTH LEAVE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter as NORMAL HOURS worked</td>
<td>Enter as VACATION PAY</td>
<td>Enter as COVID Sick Pay or SICK PAY or DISASTER-DONATED SICK PAY up to 160 hours or VACATION PAY in coordination with paid family leave</td>
<td>Enter as COVID Sick Pay or SICK PAY or DISASTER-DONATED SICK PAY up to 160 hours or VACATION PAY</td>
<td>Enter as SICK PAY then enter as VACATION PAY</td>
<td>Enter as COVID Sick Pay or SICK PAY or DISASTER-DONATED SICK PAY or VACATION PAY</td>
</tr>
</tbody>
</table>

*Includes time taken to receive COVID vaccine and any subsequent vaccine related illness

Exempt employees: Exempt (salaried) employees should only enter appropriate codes on their timecard (for example, sick and vacation accruals) for full days of missed regularly scheduled work.

Please reach out to Human Resources at 310.506.4397 if you have any questions.

Please see the resources available to you to effectively manage work and normalize the new environment at: [pepperdine.edu/coronavirus](http://pepperdine.edu/coronavirus)
The Supervisor’s Guide to **ESSENTIAL WORK** and **TELECOMMUTING**

**Start**

**Can my team complete 100% of our essential work remotely?**

1. What essential services absolutely require a physical on-campus presence (such as caring for remaining on-campus students or maintaining facilities)?
2. What essential work may be impeded by telecommuting (such as receiving mail requiring a timely response).
3. Are critical tasks able to be adjusted to complete remotely?
4. Are there tools or resources needed to move processes online?

**Are CSP available and able to perform these services?**

1. Determine the fewest number of employees needed to perform these services.
2. Consider drafting a rotating schedule to minimize physical presence on campus.

**Reach out to your supervisor and other supervisors in your school/major area to reassign employees from other departments to assist.**

1. Consider what communications may need to be relayed to the community, what signs may need to be placed in the office area, and what contact information needs to be provided.
2. Reach out to HR to see if there is additional temporary support available.

**Make necessary arrangements for your team to continue normal operations through telecommuting tools and resources.**

1. Please refer to interim telecommuting policy and best practices to ensure fluid operations and communications.
2. Determine what communications may need to be relayed to the community, what signs may need to be placed in the office area, and what contact information needs to be provided.
3. Continue business operations as normally as possible, intentionally including all staff on your team, whether on campus or working remotely, and increasing communication.

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