

DETERMINING EMPLOYEE PAY CODES

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

STATUS

Working on-campus or working remotely on regular work or other duties as assigned



Enter as
NORMAL HOURS
worked

On vacation



Enter as
VACATION PAY

Caring for immediate family member sick with COVID-19*

Request COVID-19
CARE LEAVE



Enter as
[COVID Sick Pay](#)

or
Enter as
SICK PAY

or
DISASTER-DONATED SICK PAY
up to 160 hours

or
VACATION PAY
in coordination with
paid family leave

Caring for child out of school due to COVID-19 closure*

Request COVID-19
CHILDCARE LEAVE



Enter as
[COVID Sick Pay](#)

or Enter as
SICK PAY

or
DISASTER-DONATED SICK PAY
up to 160 hours

or
VACATION PAY



file
UNEMPLOYMENT CLAIM if accruals are exhausted.

*If you are able to commit time to do regular work enter as **NORMAL HOURS** worked*

Sick with illness *unrelated to COVID-19* closure



Enter as
SICK PAY



then enter as
VACATION PAY

Sick with COVID-19

Request COVID-19
HEALTH LEAVE*



Enter as
[COVID Sick Pay](#)

or Enter as
SICK PAY

or
DISASTER-DONATED SICK PAY

or
VACATION PAY

*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.

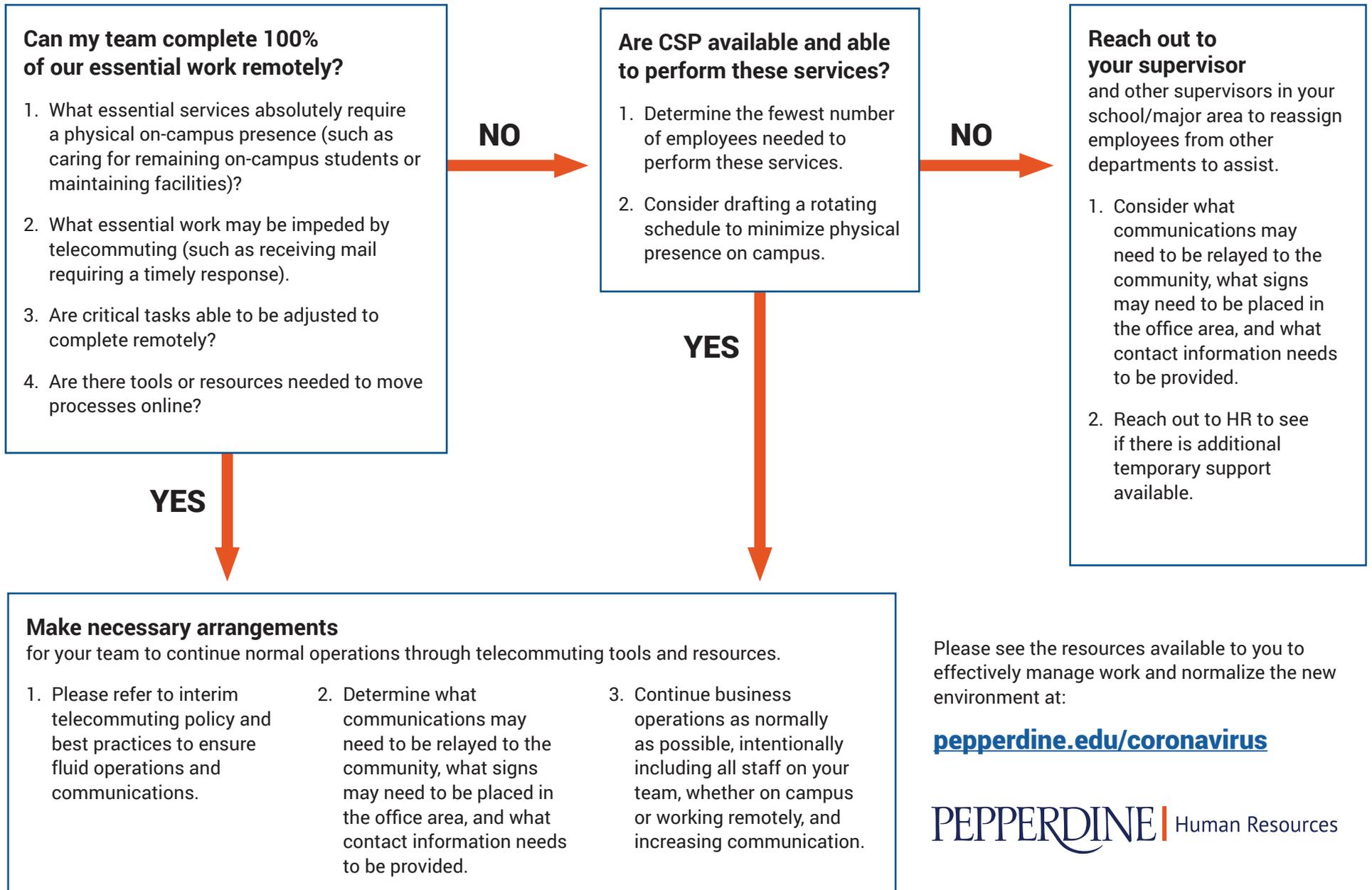
Please see the resources available to you to effectively manage work and normalize the new environment at:

pepperdine.edu/coronavirus

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The Supervisor's Guide to **ESSENTIAL WORK** and **TELECOMMUTING**

Start



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