



COVID-19 Absences

Definition The **COVID-19 Paid Absence** wage type was added for employees to accurately designate time off specifically related to COVID-19 effective March 13, 2020.

When to use Time off taken after March 13, 2020 is eligible for COVID-19 Paid Absence if:

- sick with COVID-19 or COVID-19 symptoms,
- caring for a family member with COVID-19, OR
- caring for a dependent due to daycare/school closure related to COVID-19.

Time allotted An employee may request up to 10 days of COVID-19-related time off, the number of hours displayed as available on employee self-service will depend on the employee's PT/FT status and work schedule.

Example: An FT employee who normally works 8 hour/days per week will be see an accrual of 80 hours available as COVID-19 Paid Absence.

How to use The table below describes how to use the COVID-19 Paid Absence wage type:

	Process
Exempt	Time off request in Employee Self-Service (page 2)
Nonexempt	Record working time in Employee Self-Service (Page 5)
Timekeeper	<i>WEBGUI</i> (Page 7)

Designating COVID-19 Paid Absence via Time Off Request

Overview

Exempt employees can request new time off related to COVID-19 or reclassify previously submitted time off as COVID-19 Paid Absence using the Time Off Request in BUWorks Employee Self-Service.

 **Reference:** Refer to [COVID-19 Absences](#) for more information.

Procedure

Refer to the steps outlined in the table below to designed COVID-19 Paid Absence using the Time Off Request in Employee Self Service:

Step	Action						
1	Log into BUWorks using your Kerberos credentials at the below URL: https://ppo.buw.bu.edu						
2	Click the Employee Self-Service tab.						
3	Click the Time Off Request hyperlink listed under Quick Links in the Time Services section.  Result: The Time Off Requests window opens.						
	<table border="1"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>entering new time</td> <td>proceed to Step 4.</td> </tr> <tr> <td>correcting previously entered time</td> <td>proceed to step 12.</td> </tr> </tbody> </table>	IF...	THEN...	entering new time	proceed to Step 4.	correcting previously entered time	proceed to step 12.
IF...	THEN...						
entering new time	proceed to Step 4.						
correcting previously entered time	proceed to step 12.						
NEW REQUEST							
4	Click the Create New Time off Request button.  Result: The Calendar and Time Off Details view appears.						
5	Select COVID-19 Paid Absence from the Type of Time Off drop-down menu.  Result: The Description field changes to COVID-19 Paid Absence .						
6	Enter the first date of the absence in the Start Date field.						

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Designating COVID-19 Paid Absence via Time Off Request, Continued

Procedure, (continued)

Step	Action						
7	Enter the last date of the absence in the End Date field.						
8	Enter the total number of hours in the Absence hours field according to your work schedule. Example: An employee scheduled for 7.5 hours per day and requesting an absence of 5 days will type 37.5 in the Absence hours field.						
9	Enter any relevant details in the Note field.						
10	Click the Submit button. <input checked="" type="checkbox"/> Result: The confirmation window appears with the details of the requested absence.						
11	Ensure the details of the absence are correct. <table border="1" data-bbox="570 989 1430 1234" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th data-bbox="570 989 883 1043">IF...</th> <th data-bbox="883 989 1430 1043">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="570 1043 883 1098">the details are correct</td> <td data-bbox="883 1043 1430 1098">click OK.</td> </tr> <tr> <td data-bbox="570 1098 883 1234">changes are required</td> <td data-bbox="883 1098 1430 1234"> <ul style="list-style-type: none"> • click Cancel. • update the request. • proceed to Step 10. </td> </tr> </tbody> </table> <input checked="" type="checkbox"/> Result: The time off request is submitted to your manager for approval.	IF...	THEN...	the details are correct	click OK .	changes are required	<ul style="list-style-type: none"> • click Cancel. • update the request. • proceed to Step 10.
IF...	THEN...						
the details are correct	click OK .						
changes are required	<ul style="list-style-type: none"> • click Cancel. • update the request. • proceed to Step 10. 						

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Designating COVID-19 Paid Absence via Time Off Request, Continued

Procedure, (continued)

Step	Action						
CORRECT PREVIOUS SUBMISSION							
12	Locate the previously submitted time off request in the Time Off Overview section.						
	<table border="1"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>the request is listed</td> <td>proceed to the next step.</td> </tr> <tr> <td>the request is not listed</td> <td> <ul style="list-style-type: none"> enter the first date of the time off in the Show from field. click Apply. proceed to the next step. </td> </tr> </tbody> </table>	IF...	THEN...	the request is listed	proceed to the next step.	the request is not listed	<ul style="list-style-type: none"> enter the first date of the time off in the Show from field. click Apply. proceed to the next step.
	IF...	THEN...					
the request is listed	proceed to the next step.						
the request is not listed	<ul style="list-style-type: none"> enter the first date of the time off in the Show from field. click Apply. proceed to the next step. 						
13	Click the edit button (✎) next to the appropriate time off request. <input checked="" type="checkbox"/> Result: The Time Off Request window opens.						
14	Select COVID-19 Paid Absence from the Type of Time Off drop-down menu. <input checked="" type="checkbox"/> Result: The Description field changes to COVID-19 Paid Absence .						
15	Review the General Data section to confirm the details of the absence are correct.						
	<table border="1"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>the details are correct</td> <td>click the Submit button.</td> </tr> <tr> <td>changes are required</td> <td> <ul style="list-style-type: none"> make any necessary changes. click the Submit button. </td> </tr> </tbody> </table>	IF...	THEN...	the details are correct	click the Submit button.	changes are required	<ul style="list-style-type: none"> make any necessary changes. click the Submit button.
	IF...	THEN...					
the details are correct	click the Submit button.						
changes are required	<ul style="list-style-type: none"> make any necessary changes. click the Submit button. 						
<input checked="" type="checkbox"/> Result: The confirmation window appears with the details of the requested absence.							
16	Click OK . <input checked="" type="checkbox"/> Result: The time off request is submitted to your manager for approval.						

Designating COVID-19 Paid Absence via Timesheet

Overview Nonexempt employees can request new time off related to COVID-19 or reclassify previously submitted time off as COVID-19 Paid Absence using the timesheet.

 **Reference:** Refer to [COVID-19 Absences](#) for more information.

Warning about corrections If the absence being reclassified as COVID-19 Paid Absence was originally requested using a Time Off Request instead of the timesheet, the correction must also be made using a Time Off Request.

 **Reference:** Refer to [Designating COVID-19 Paid Absence via Time Off Request](#) for more information.

Procedure Refer to the steps outlined in the table below to design COVID-19 Paid Absence using the Time Off Request in Employee Self Service:

Step	Action
1	Log into BUWorks using your Kerberos credentials at the below URL: https://ppo.buw.bu.edu
2	Click the Employee Self-Service tab.
3	Click the Record Working Time hyperlink listed under Quick Links in the Time Services section.  Result: The Record Working Time window opens.  Warning: If you are reclassifying previously entered time off as COVID-19 Paid Absence and the time off was originally requested using a Time Off Request , you must make the correction using a Time Off Request .
4	Navigate to the appropriate pay period in the Timesheet section of the screen by: <ul style="list-style-type: none"> • using the Previous Period and Next Period buttons, OR <ul style="list-style-type: none"> • selecting the date in the Week from field and clicking Apply.

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Designating COVID-19 Paid Absence via Timesheet, Continued

Procedure, (continued)

Step	Action						
5	Select COVID-19 Paid Absence from the Att./abs. type drop-down menu for each date of absence due to COVID-19.						
6	<table border="1"> <thead> <tr> <th data-bbox="570 600 930 653">IF...</th> <th data-bbox="930 600 1435 653">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="570 653 930 789">entering new time off</td> <td data-bbox="930 653 1435 789"> <ul style="list-style-type: none"> • enter the Start time. • enter the End time. • ensure the Hours are accurate. </td> </tr> <tr> <td data-bbox="570 789 930 873">change previous time off to COVID-19 Special Absence</td> <td data-bbox="930 789 1435 873">ensure the Start time, End time, and Hours fields are correct.</td> </tr> </tbody> </table>	IF...	THEN...	entering new time off	<ul style="list-style-type: none"> • enter the Start time. • enter the End time. • ensure the Hours are accurate. 	change previous time off to COVID-19 Special Absence	ensure the Start time , End time , and Hours fields are correct.
	IF...	THEN...					
	entering new time off	<ul style="list-style-type: none"> • enter the Start time. • enter the End time. • ensure the Hours are accurate. 					
change previous time off to COVID-19 Special Absence	ensure the Start time , End time , and Hours fields are correct.						
7	Click the Save button.						
8	Click the Release Directly button.  Result: The timesheet is sent to your manager for approval.						

Timekeepers: Designating COVID-19 Time Off for Nonexempt Employees

Who will use this procedure Timekeepers can designate COVID-19 Paid Absence on a nonexempt employee's behalf using WebGUI portal.

Procedure Follow the steps outlined in the table below to designate COVID-19 Paid Absence on an employee's behalf:

Step	Action
1	Log into BUWorks using your Kerberos credentials at the below URL: https://ppo.buw.bu.edu
2	Click the WebGUI tab.
3	Click the ECC System hyperlink in the menu on the left.  Result: The WebGUI portal opens.
4	Type CAT2 in the field located at the top left of the screen.
5	Press Enter .  Result: The timesheet opens.
6	Select the appropriate profile from the Data Entry Profile field. Usually this will be TMKWN001 for NREP or L2324 non-exempt staff.
7	Use the Key date field to load a specific past/future timesheet if needed
8	Enter the employee's BUID in the BUID field.
9	Press Enter .  Result: The table in the Personnel Selection section is populated with the employee's details.
10	Click the box to the left of the employee's name to select the employee.
11	Click the Enter Times button ().  Result: The Time Sheet: Data Entry View opens.
12	Log the employee's hours as you normally would, use code 2034 for COVID-19 Paid Absence days. New code can also be used to update previously approved sick or vacation hours.