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Bi-Weekly (Non-Exempt & Union) Use of Pandemic Pay Cont. Related to COVID-19

This quick guide is intended to help Bi-Weekly employees and their supervisors complete their “Web Time” entry.

Between March 31 and April 10, if you are **unable to fulfill** all of your **scheduled hours** due to the Minnesota Stay at Home Order, please report **time not worked** in “Web Time” Entry. Select Bi-Wkly Pandemic Pay Continuation in the Other Pay Leave Category and enter the difference between the number of hours you worked and the number of hours you were scheduled to work per day. See the definitions below and the example in the screen shot.

- **Pandemic Pay Continuation:** Use this code when the employee is scheduled to work and we do not have work available for them to fulfill their schedule. The employee is available to work if needed.
- **Vacation, Sick & Floating Holiday:** Use this code when the employee is unavailable to work because they are taking a vacation day or sick day. The employee is not available to work if needed.

Bi-Weekly employees should click on the “Report Time Worked” on the Hub, see the screen shot below.

Time Entry and Approval

Report Time Worked

Time History

Time approval (for supervisors)

Employee History (for supervisors)

Leave Type	Leave Balance
Bi-Wkly Sick - Pub Health Emer	0.00
Weather Days Non-Exempt	16.00
Holiday Worked	0.00
Civic Duty	0.00
Paid Holiday - Not Worked	-52.50
Funeral - Friend/Co-Worker	-17.50
Annual Leave	320.00
Sick	1270.15
Biweekly Accrued Float Holiday	48.00
Funeral Leave	-83.61
College Holidays	0.00
Bi-Weekly Pandemic Pay Cont.	0.00

Employee Name: SAMPLE EXAMPLE
FTE: 1.0
Schedule: Mon-Fri 8a-5p w/1hr lunch; 40 hours/week
Scenario: Between 3/31/20-4/10/20 the employee did not have enough hours worked to fulfill their normal schedule. They added “**Regular Hours**” for the time they worked; “**Pandemic Pay Cont.**” for the hours they were available if they were needed to work; “**Vacation**” April 7th, which they requested off and were not available to work.

In the Regular Hrs column this employee enters the number of hours they worked each day.

Vacation time or Sick time should be used when the employee is not available to work.

In the “Other Time Hours” column the employee enters the hours they would have normally worked, but didn’t. They should use “Pandemic Pay Cont.” in the “Other Time Types” column.

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
03/29/20	Sunday									
03/30/20	Monday									
03/31/20	Tuesday	4				4	Pandemic Pay Continuation			
04/01/20	Wednesday	6				2	Pandemic Pay Continuation			
04/02/20	Thursday	8								
04/03/20	Friday	2				6	Pandemic Pay Continuation			
04/04/20	Saturday									
04/05/20	Sunday									
04/06/20	Monday	6				2	Pandemic Pay Continuation			
04/07/20	Tuesday			8						
04/08/20	Wednesday	8								
04/09/20	Thursday	4				4	Pandemic Pay Continuation			
04/10/20	Friday									
04/11/20	Saturday									

*Please note this will create a negative “Bi-Weekly Pandemic Pay Cont.” balance. This code is only used for tracking purposes and the negative balance will not impact your other leave accruals in any way.
 Employees may not perform outside (non-Carleton) work for hours compensated by the Pandemic Pay Continuation code.*

Reminder: Bi-Weekly employees must enter your hours worked/day, and the hours not worked leave utilization including “Pandemic Pay Continuation” on the Hub by the **Monday** following the end of a pay period.