

## Time tracking and time off — Coronavirus-related FAQs

### **Q: If I have to be out of work due to illness or because I or someone in close contact to me has recently traveled to another country, will I be paid?**

A: Yes, you will be paid for your time out of the office. Please contact SOACC (800 222 7511) if you or someone in your household has been:

- Diagnosed with or is being tested for the coronavirus
- Been directly exposed through contact with a person who is confirmed as having the coronavirus (e.g., you have a child in a school where another child, faculty or staff member has been confirmed as having the coronavirus)
- Visited a facility or event that has been identified as a high risk exposure (e.g., visited an elder care facility with cases on-site, or attended a conference where attendee(s) have been confirmed as having the coronavirus)
- Also, let your manager know if you or your immediate family have recently traveled outside the country. Upon your return, if you aren't exhibiting symptoms and aren't sick, you will still need to work from home for 14 days (please coordinate with your manager). If you exhibit symptoms or are sick, you will need to contact SOACC directly to self-report.

Managers should allow employees to take time off as needed without employees being required to use their occasional illness or their vacation days. Employees should contact their manager to make them aware they will be out. Managers should connect employees to Life Event Services and use the emergency time code.

### **Q: I am a U.S. hourly employee. How should I enter my time off?**

A: From your timesheet in [Workday](#):

- Select the Time Off time type and then the appropriate value to record the time off.
- Select US – Emergency.
- Then, enter the amount of hours in the Quantity field. For a full day out of the office, enter your regularly scheduled hours for the day. For a partial day out of the office, enter the hours that when combined with your actual time worked result in a total equal to your regularly scheduled hours for the day.
- Click Next to see the timesheet totals on the Enter Time – Confirmation page, which will reflect saved absence(s) in the Daily Totals and Week Totals.
- Click Save to record your entries.

If you need to enter time off for a future week:

- Go to the [Workday time off calendar](#).
- Select the day on the calendar you need to enter the time off for, and click Request Time Off at the bottom of the page.
- Click the Type box and the time off types will display.
- Select US – Emergency.
- Enter total hours to apply to this absence in the Daily Quantity field. Click Submit.

### **Q: I am a U.S. salaried employee. How should I enter my time off?**

A: If required by your business area:

- Go to the [Workday time off calendar](#).
- Select the day on the calendar you need to enter the time off for, and click Request Time Off at the bottom of the page.
- Click the Type box and the time off types will display.
- Select US – Emergency.
- Enter total hours to apply to this absence in the Daily Quantity field.
- Click Submit.

**Q: How does participating in the Academy at Home impact timekeeping?**

A: Employees who choose to participate should do so during their regularly scheduled work days and times and not participate in The Academy at Home if that would result in working overtime. If you are currently staying home with pay and using the US – Emergency time code, please continue to do so. If you are currently staying at home working, or you begin working from home, you should utilize your standard time code.

Guidelines to remember for participation and timekeeping:

- Complete professional development offerings only during your regularly scheduled work days and times.
- If you are currently staying home with pay, continue using the US – Emergency time code.
- If you are currently working at home or you begin working from home, utilize your standard time code.
- Participation is optional.