How to Report Time and Emergency Excused Absences in PeopleSoft, Updated 9/14/20

If you are…	Who is…	Then…
A non-exempt (hourly paid, overtime eligible) **support staff** member (HUCTW and non-union)	Working -- on campus, or remotely	Report time worked as "**REG**"
	Well and available to work, but unable to work due to lack of regular or reassigned work, or because the job cannot be done remotely Illustration: *Absence Name Excused Absence ▾ *Reason COVID-19 ▾ *Start Date 03/16/2020 📅 End Date 03/20/2020 📅 Duration 35.00 Hours	Request an **Excused Absence**, with the reason of **COVID-19**. **Note:** This time type can be used for whole or partial hours, days or weeks, in conjunction with time worked and paid time off. Use an Excused Absence if needed to bring your hours up to your standard workweek (e.g., 35 hours, 40 hours, 17.5 hours).
	Unable to work because you are sick, or in isolation/quarantine	Request an absence of **SICK** with a reason of **Employee.**
	Unable to work because a member of your immediate family or household is sick or needs to quarantine or isolate	Request an absence of **SICK** with a reason of **Dependent.**
	Unable to work because a member of your immediate family or household (children, adults, elders) needs care due to disrupted schooling or care arrangements during COVID-19	Request an **Excused Absence**, with the reason of **Dependent Well Care.** *Note:* This is a new benefit of up to 10 paid days (for a full-time employee, prorated for others) you may take as needed between 9/20/20 and 12/31/20.

An **exempt** (salaried) **staff member** Also known as administrative/ professional staff	Working, on campus or remotely	Do nothing. You are paid based on your salary and FTE
	Well and available to work, but unable to work because the job cannot be done remotely, or because of lack of work.	Request an **Excused Absence** with a reason of **COVID-19**. Should be reported in half-or whole-day increments. (a)
	Unable to work because you are sick, or in isolation/quarantine	Request an absence of **SICK** and a reason of **Employee.** Should be reported in half- or whole-day increments.
	Unable to work because of dependent care responsibilities -- due to illness the need to quarantine or isolate	Request an absence of **SICK** and a reason of **Dependent.** Should be reported in half- or whole-day increments.
	Unable to work because a member of your immediate family or household (children, adults, elders) needs care due to disrupted schooling or care arrangements during COVID-19	Request an **Excused Absence**, with the reason of **Dependent Well Care.** *Note:* This is a new benefit of up to 10 paid days (for a full-time employee, prorated for others) you may take as needed between 9/20/20 and 12/31/20. Should be reported in half-or whole-day increments.

(a) It is not necessary for exempt staff to report absences or "downtime" of less than half a day.

If you are…	Who is…	Then…
A LHT (Less Than Half-Time) **Overtime Eligible**[1] contingent worker (job code 71001) *Note:* On March 27, 2020, Harvard University announced the extension of the temporary Emergency Excused Absence benefit to LHTs -- retroactive to March 10, 2020.	Working, on campus or remotely	Report time worked as "**REG**"
	Well and available to work, but unable to work due to lack of regular or reassigned work, or because the job cannot be done remotely LHT's who meet these criteria may report and be paid for time up to either: • their standard hours (for workers whose hours do not vary much or at all from week to week) • their average hours between January 17 and March 15 (for workers whose hours are vary)	Report time unable to work as **EEA** (Emergency Excused Absence) This time type can be used for whole or partial hours, in conjunction with time worked. Use an Excused Absence if needed to bring your hours up to your standard or average workweek (e.g., 8 hours per week), per direction of your manager. *Example:* A worker with standard weekly hours of 10, who always or almost always works 10 hours weekly, is able to do 3 hours a week of work remotely. He would report 3 hours of REG and 7 hours of EEA for the weeks from March 10 to present. Going forward, he would report hours worked as REG and hours excused as EEA.
A student worker...	Working, on campus, or remotely	Report time worked as "**REG**"
	Well and available to work, but unable to work due to lack of regular or reassigned work, or because the job cannot be done remotely.	Report time unable to work as **EEA** (Emergency Excused Absence). Use an Excused Absence to bring your hours up to your standard or average workweek.

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[1] There are a small number of exempt LHTs (PS Job Code 710020) who work on a salaried basis and will continue to be paid until their appointment ends, even if idled. It is assumed that they can perform their work remotely or are taking an Emergency Excused Absence. Since this small group reports neither time nor absences online in PS, there is no automated tracking mechanism for use of this benefit. If relevant, local departments may keep a manual record of time that an exempt LHT is well and available to work, but unable to work due to lack of regular or reassigned work, or because the job cannot be done remotely. If workers are paid under these circumstances, Harvard may be eligible for recovery of these costs from the federal government.