COVID-19 Administrative Leave Tracking Guidance

The following is a guide to assist supervisors track and record COVID-19 paid administrative leave. Employees have been assigned a bank of Administrative Leave Hours that may be used if the employee qualifies for administrative leave per the policy guidelines and it has been approved by the supervisor and PI/Program Director. The supervisor will enter the time in Workforce for the employee.

Tracking Usage of COVID-19 Paid Administrative Leave

MyRF Leave Balance Report

Fund managers are able to track usage in MyRF using the Leave Balance Report. Two new columns have been added: Covid Adm Leave Bal shows remaining available hours and Covid Adm Leave Used shows the total hours used to-date by the employee through the last pay date.

To access the report, select Fund Management =>Financial Reports => Personnel Reports and then select the Leave Balance tab.

Supervisors will be able to track via the Leave Balance Report that is distributed by email after each payroll. Additional columns have been added to show hours paid to-date and remaining hours available for each employee. The first report will be distributed by April 1 to assist with completing and approving employee time reports for March 16-31 pay period.

How to Assign Paid Administrative Leave in Workforce
Only the supervisor may enter administrative leave in Workforce.

Workforce Mobile: [https://sdsurf.workforcehosting.com/workforce/Mobile.do#app](https://sdsurf.workforcehosting.com/workforce/Mobile.do#app)

Please use the following procedures to record Administrative Leave on employee time reports.

**Non-Exempt (Hourly) Employee**

Non-exempt employees should report actual hours worked.

Supervisors must complete employee shifts using the "Administrative Leave Non-Exempt Hourly" earn code.

For example, an employee worked 8:00 am – 2:00 pm should log in at 8:00 am, log the time out if a lunch was taken and log out for the day at 2:00 pm for a total of 5.50 hours. The supervisor will log the remaining 2.50 hours administrative leave non-exempt for the day.
Exempt (salaried) Employees

For exempt (salaried) employees supervisors must complete employee shifts using the "Administrative Leave Exempt" earn code.

Questions regarding Workforce and how to record administrative leave pay should contact SDSU Research Foundation Payroll at sdsurfpayroll@sdsu.edu.

Questions regarding the SDSU Research Foundation COVID-19 Paid Administrative Leave Policy, please contact your HR Business Partner.

Additional information is also available on the SDSURF COVID-19 resources page. COVID 19 Paid Administrative Leave Policy

Frequently Asked Questions about COVID-19 Paid Administrative Leave