GBC Time Entry/Time Off Guidelines

These guidelines have been established due to the alternate operations that Great Basin College is currently under. They are subject to change at any time. Notifications of changes will be made via email. Please also see the “Time Off Tracking for Coronavirus” Requesting Time Off – Employee (Classified & Salaried) steps for information on entering time off into Workday. Instructions on this process are included.

If you feel ill at all, please report off work to your supervisor, following departmental procedures and use leave as appropriate. In the unlikely case that an employee tests positive, please contact your supervisor. Your supervisor will work with you and Human Resources with regards to self-quarantine, return to work, etc. You should not be working at all. Appropriate leave will be used.

**Academic Faculty**

All academic faculty should be working remotely have their classes transitioned to on-line or working with their dean on alternative options. As of such no time entry is needed unless they are unavailable to work. If an employee is not available to work, they must use sick leave if they are ill, to care for family members, including children who are out of school due to the closure of K-12 schools. If a family member is sick, an employee must use family sick leave in those situations to care for them. If using sick leave, the employee must enter their sick time into Workday, which will then be forwarded to their supervisor for approval.

**Administrative and Classified Employees**

Administrative and Classified employees who continue to be working on campus/center do not need to enter any time into Workday, unless they are not available to work. The employee should then use the appropriate annual or sick leave and adhere to the established leave/call off procedures for their department. If an employee is not available to work, they must use sick leave if they are ill, to care for family members, including children who are out of school due to the closure of K-12 schools. If a family member is sick, an employee must use family sick leave in those situations to care for them. If using sick leave, the employee must enter their sick time into Workday, which will then be forwarded to their supervisor for approval.

Administrative and Classified employees who are not able to perform their normal jobs remotely will be placed on paid administrative leave. Employees do not have to perform work, but they must be available to work and available to be called to perform work while on administrative leave. The employee should enter the administrative leave time in Workday, no more than a week at a time. The supervisor will then approve the leave through the regular Workday approval process.

If a classified employee works additional time due to the current circumstances (coronavirus) they should enter their additional time in Workday. In the comments section, they should enter “coronavirus”. Supervisors must let Human Resources and the Vice President for Business Affairs know if they have employees in their area who have worked additional time because of COVID-19.

If an employee’s designation changes, please notify Human Resources as soon as possible.
Overview

These procedural steps are recommended guidelines to be used when tracking payroll expenses in coordination with an incident-management event.

Requesting Time Off – Employee (Classified & Salaried)

From the Time Off worklet:

1. Select the Time Off button under Request.
2. Select the day(s) you wish to take time off. Click on a selected day to deselect it.
3. Click the Request Time Off button. The number of days you requested dynamically displays on the button to help confirm your request.
4. Enter the Type of time off requested.
5. Enter the number of hours requested per day in the Daily Quantity field. The Daily Quantity defaults to “8”. Your status of salaried or hourly, as well as state and federal laws, may limit what you can add in this field.
6. Select the Coronavirus Time Off Reason code.
7. Click Submit.

Approvals and Additional Process Steps

For Managers, Administrative Assistants, and Timekeepers:

1. Prior to Approving, review the Time Off request for a Reason code to validate that the request is Incident Management related.
2. Make note of the Date range and the absence Type.
3. Click Approve.
**Student Workers and Hourly Part-Time Employees**

All departments/supervisors should provide a list to Human Resources of those student workers and hourly part-time employees in their areas who are working on campus/center in either their regular work assignment or alternative work assignment. In addition, a list of those student workers or hourly part-time employees who are not working (paid administrative leave) must also be submitted with the employee’s regularly weekly scheduled hours. Those student workers and hourly part-time employees who are working on campus/center should enter their time as normal into Workday based upon the hours worked. It will then be routed in Workday to their supervisor for approval. These employees should enter their time whether they are working their regular assigned duties or have received an alternative assignment. Human Resources will enter all hours for those student workers and hourly part-time employees who are not working and have been placed on administrative leave. If an employee does not have a set scheduled number of hours per week, the employee will be paid based upon an average number of hours worked.

It is imperative that Human Resources receives your lists of employees no later than **March 26th**, so that we can begin appropriate processing.

If an employee’s designation changes at any time, please notify Human Resources as soon as possible.