



## Logging Pandemic Outbreak Leave and Telecommuting Time in ADP eTime

As per BOS Policy D 23.20, two new Pandemic Outbreak Leave pay codes have been added to ADP eTime to record the use of Pandemic Outbreak leave and Telecommuting hours worked.

**Pandemic Sick** leave should be used to record a required absence in ADP eTime due to the onset of flu-like symptoms or due to an employee's own or family household member's compromising medical condition.

**Pandemic School Closure** leave should be used to record an absence in ADP eTime for those impacted by school closures.

It is required that Pandemic Sick leave hours are used consecutively as employees will not be permitted to use any other pay codes until their allotment of Pandemic outbreak leave has been exhausted.

Pandemic School Closure leave may be used intermittently with telecommuting time in a minimum of 4 hour blocks. If the employee begins to show flu-like symptoms, either before or during telecommuting time, they must use Pandemic Sick leave for the remainder of the 14 consecutive days and not engage in any telecommuting work.

Additionally, as per Administrative Procedure 3-33 (Telecommuting), we have established two new pay codes to track authorized telecommuting hours.

### **Telecommute**

#### **Telecommute Overtime**

The two new Telecommute pay codes may only be used by those employees who have been authorized to Telecommute by the County Administrator.

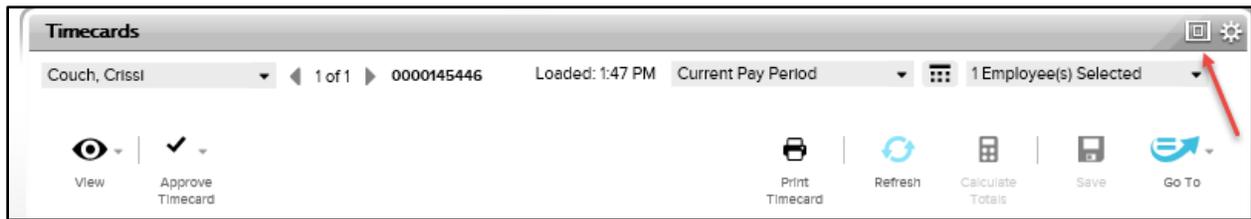
This job aid is intended to assist users with recording their Pandemic Outbreak Leave in ADP eTIME, if further guidance is required contact [CentralPayroll@pima.gov](mailto:CentralPayroll@pima.gov).

## Entering Pandemic Outbreak Leave on Exempt Timecards

When you log into ADP eTIME, you will see your default workspace, which includes your timecard. Perform the following steps to enter your Pandemic Outbreak Leave time in the exempt timecard.

1. Click the resize button (☐) to expand the timecard (Exhibit 1).

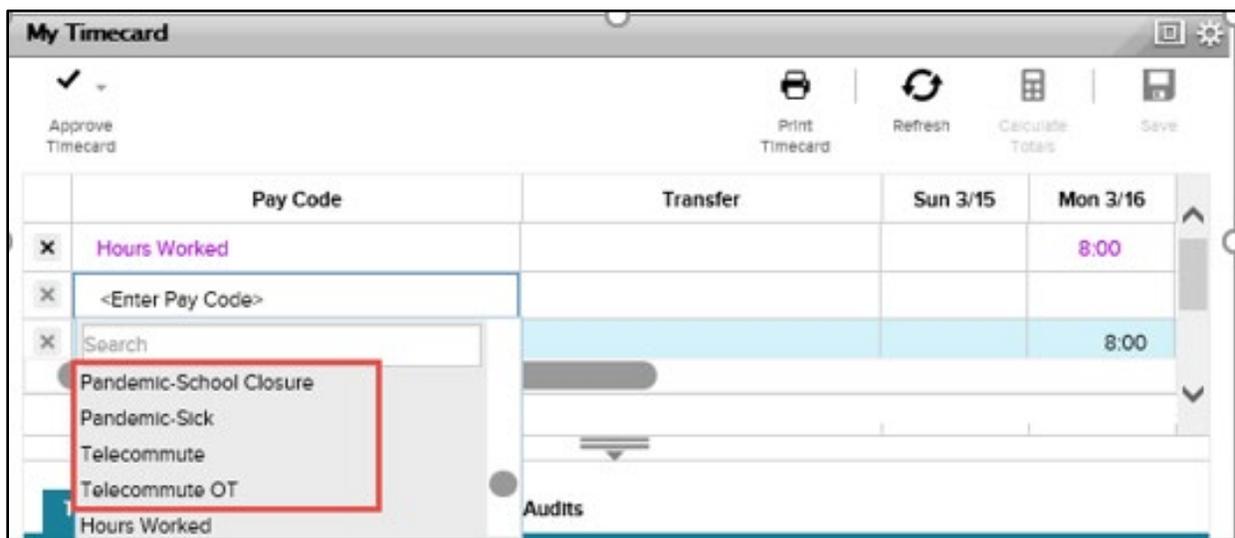
### Exhibit 1



**NOTE:** Your timecard should have pre-populated time within each of the date fields. If it does not, have your supervisor or Central Payroll add a schedule to your timecard.

2. On the <Enter Pay Code> row, click the Pay Code field to select the appropriate pay code. Scroll through the list until you find the Pandemic Outbreak Leave options, which include Pandemic Sick, Pandemic School Closure, Telecommuting and Telecommuting OT. Select the appropriate code from the list (Exhibit 2).

### Exhibit 2





## ADP Time & Attendance: Logging Pandemic Outbreak Leave in eTIME

3. Select the appropriate day column for the pay code row, then enter the leave duration in hours and minutes or in decimal form (Exhibit 3).

### Exhibit 3

The screenshot shows the 'My Timecard' interface. At the top right, it says 'Loaded: 3:21 PM'. There are buttons for 'Approve Timecard' and 'Print Timecard'. The main table has columns for 'Sun 3/15', 'Mon 3/16', and 'Tue 3/17'. The 'Hours Worked' row shows '8:00' for Mon 3/16 and '8:00' for Tue 3/17. A dropdown menu is open over the 'Mon 3/16' cell, showing options for 'Full sched day' and 'Half sched day'. Below the table, there is another section for 'Sun 3/22', 'Mon 3/23', and 'Tue 3/24'.

	Pay Code	Transfer	Sun 3/15	Mon 3/16	Tue 3/17
X	Hours Worked			8:00	8:00
X	Telecommute				
X	Daily Total			Full sched day Half sched day	8:00

	Pay Code	Transfer	Sun 3/22	Mon 3/23	Tue 3/24
X	Hours Worked			8:00	8:00
X	<Enter Pay Code>				

4. If necessary, update the hours worked for the same day (Exhibit 4).

### Exhibit 4

The screenshot shows the 'My Timecard' interface. At the top right, it says 'Loaded: 4:12 PM'. There are buttons for 'Approve Timecard' and 'Print Timecard'. The main table has columns for 'Sun 3/15', 'Mon 3/16', and 'Tue 3/17'. The 'Hours Worked' row shows an empty cell for Mon 3/16, which is highlighted with a red box. The 'Telecommute' row shows '8:00' for Mon 3/16 and '8:00' for Tue 3/17. The 'Daily Total' row shows '8:00' for Mon 3/16 and '8:00' for Tue 3/17.

	Pay Code	Transfer	Sun 3/15	Mon 3/16	Tue 3/17
X	Hours Worked				
X	Telecommute			8:00	8:00
X	Telecommute				
X	<Enter Pay Code>				
X	Daily Total			8:00	8:00

5. Click Save.

## Entering Pandemic Outbreak Leave on Non – Exempt Timecards

**NOTE:** Pandemic Sick or Pandemic School Leave is entered by the employee.

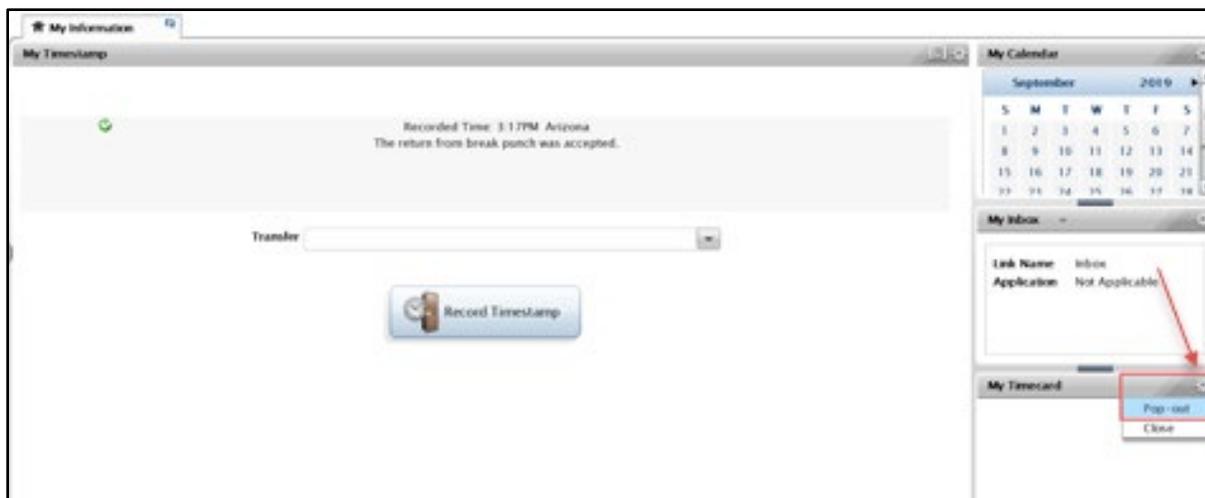
1. Click Record Timestamp to record your start and end times. Your recorded time displays (Exhibit 5).

### Exhibit 5



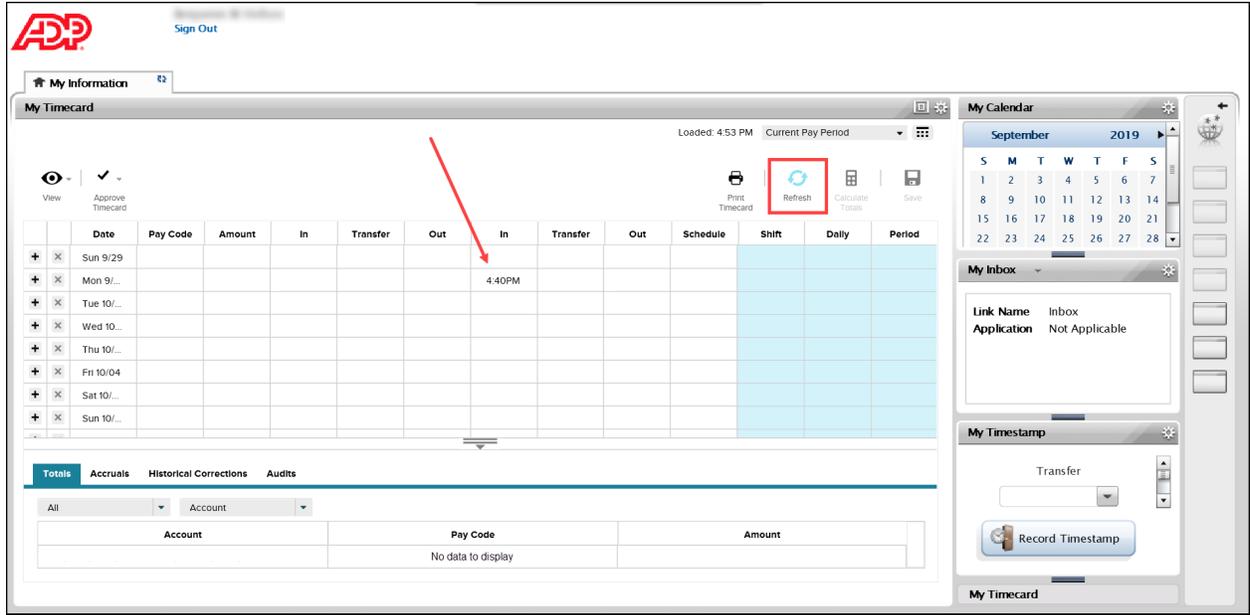
2. Click the gear icon to Pop-out your timecard (Exhibit 6).

### Exhibit 6



3. Click Refresh to view the recorded time within your timecard (Exhibit 7).

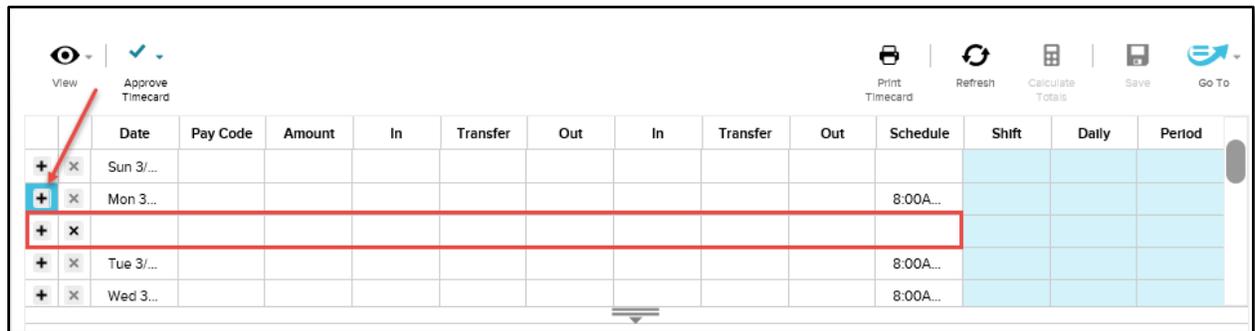
**Exhibit 7**



The screenshot shows the ADP eTIME interface. At the top left is the ADP logo and a 'Sign Out' link. Below is a 'My Information' tab. The main area is titled 'My Timecard' and shows a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, Daily, and Period. A red arrow points to the 'In' column. In the top right toolbar, the 'Refresh' button is highlighted with a red box. Other buttons include 'Print Timecard', 'Calculate Totals', and 'Save'. To the right of the timecard is a 'My Calendar' widget for September 2019, a 'My Inbox' widget, and a 'My Timestamp' widget with a 'Record Timestamp' button.

4. Click Add (+) for each date you need to add a row (Exhibit 8).

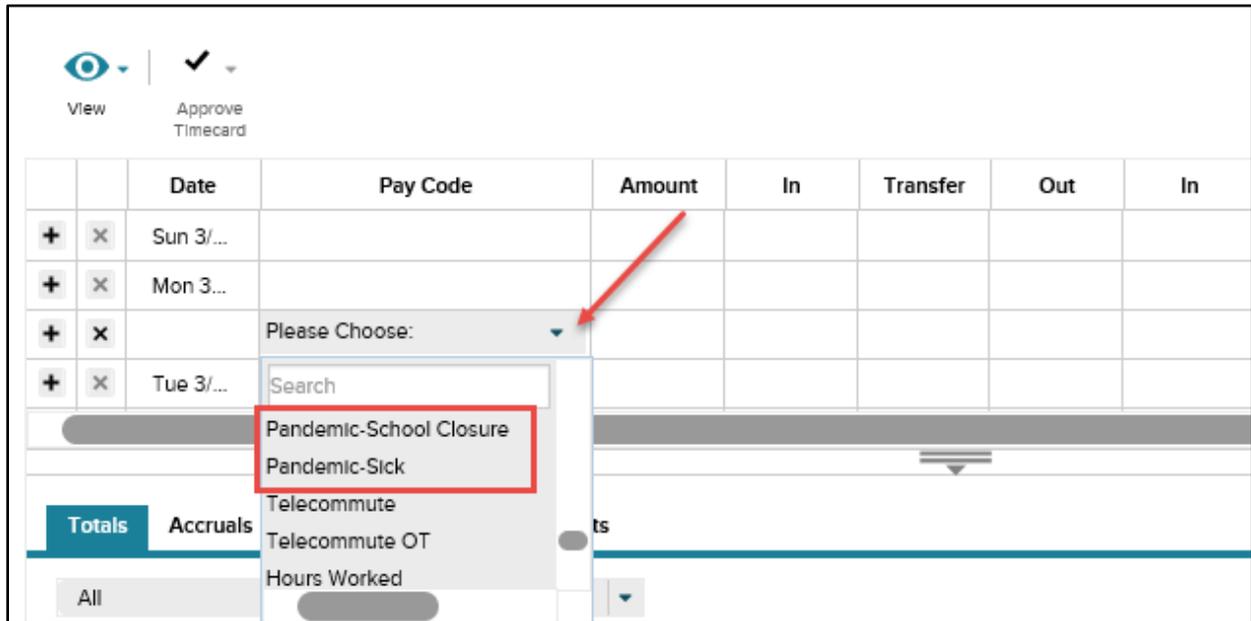
**Exhibit 8**



This is a close-up of the 'My Timecard' table. The table has columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, Daily, and Period. A red box highlights the 'Add (+)' button in the first column of the table, and a red arrow points to it. The table shows rows for dates: Sun 3/..., Mon 3/..., Tue 3/..., and Wed 3/... The 'Schedule' column contains '8:00A...' for the Mon 3/... row.

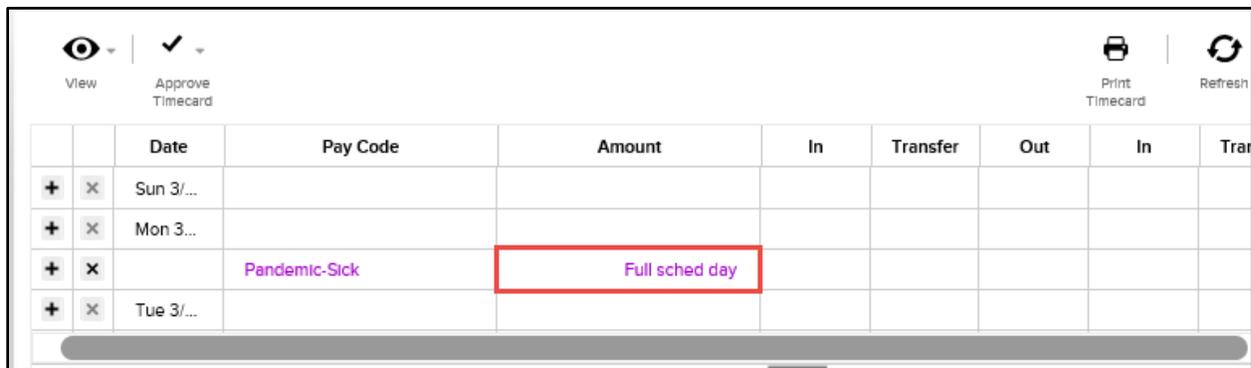
- In the new row, click the Pay Code field to select either Pandemic Sick or Pandemic School Closure from the menu (Exhibit 9).

**Exhibit 9**



- In the Amount field, select Full Scheduled Day (Exhibit 10).

**Exhibit 10**



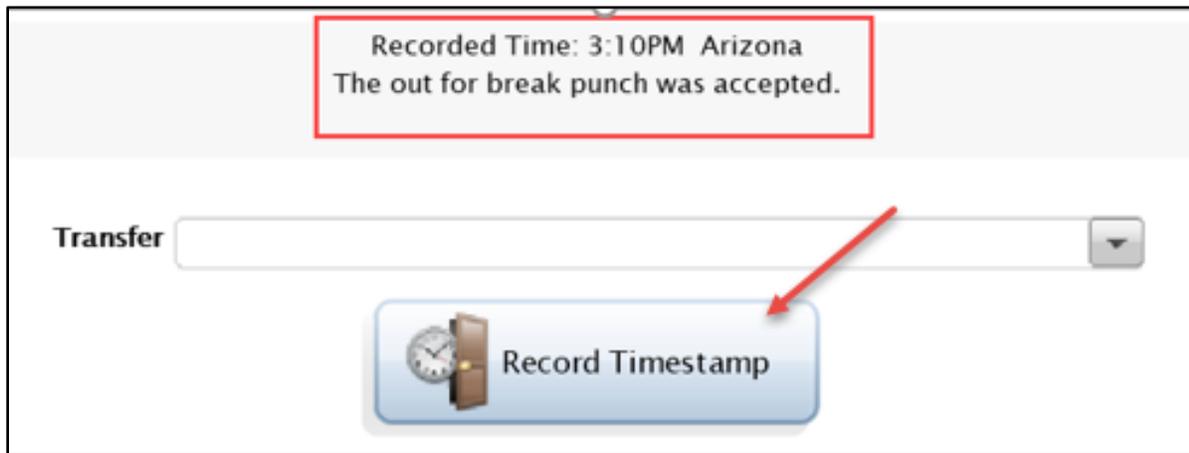
- Click Save.

## Entering Telecommuting Hours in eTIME

**NOTE:** Time Stamping of Telecommuting hours is completed by the employee.

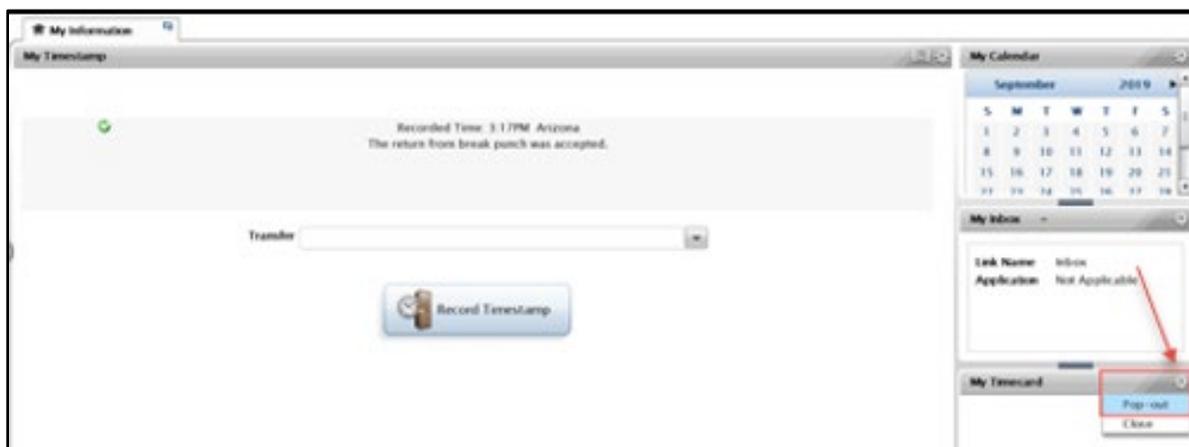
1. Click Record Timestamp to record your start and end times. Your recorded time displays (Exhibit 11).

**Exhibit 11**



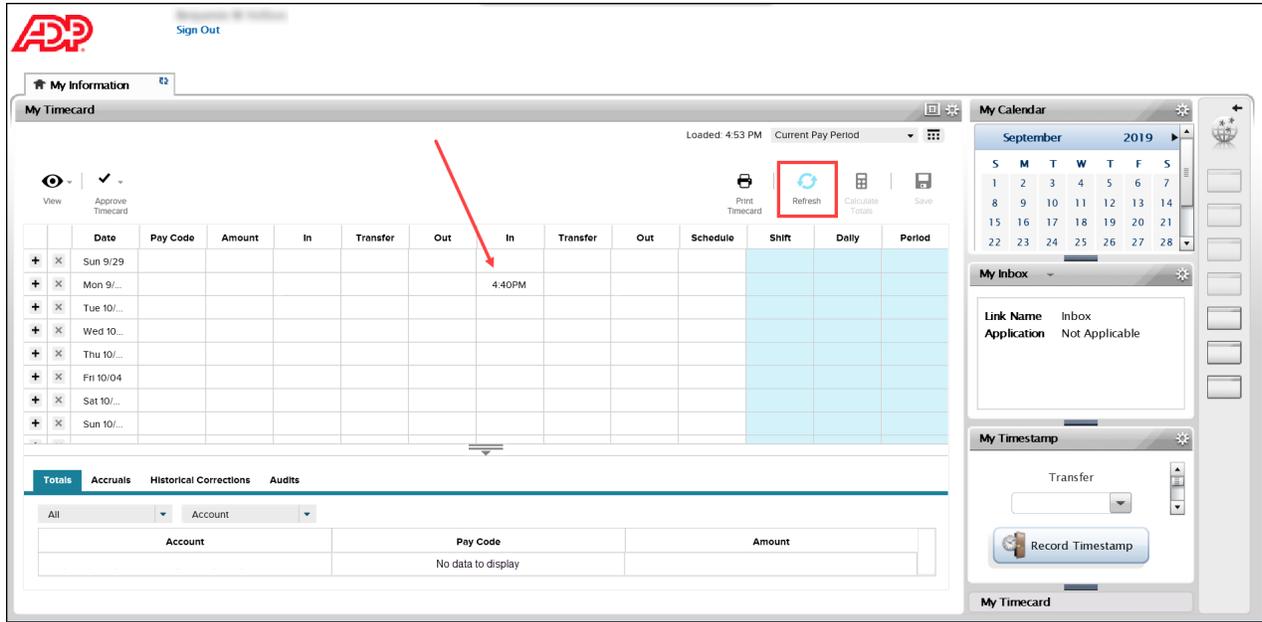
2. Click the gear icon to Pop-out your timecard (Exhibit 12).

**Exhibit 12**



- Click Refresh to view the recorded time within your timecard (Exhibit 13).

**Exhibit 13**



The screenshot shows the ADP eTIME interface. At the top left is the ADP logo and a 'Sign Out' link. Below is a navigation bar with 'My Information' and 'My Timecard'. The 'My Timecard' section displays a grid with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, Daily, and Period. A red arrow points to the 'In' column for the date Sun 9/29, which shows '4:40PM'. Above the grid, there are buttons for 'Print Timecard', 'Refresh' (highlighted with a red box), 'Calculate Totals', and 'Save'. To the right, there is a 'My Calendar' widget for September 2019, a 'My Inbox' widget, and a 'My Timestamp' widget with a 'Record Timestamp' button.

**NOTE:** Moving total hours from Hours Worked to Telecommuting is completed by the supervisor.

**NOTE:** A pay code and a timecard punch cannot be entered on the same line, for this reason the employee’s supervisor must move the total hours worked to telecommute.

- Right click on the Amount column located within the Totals table (Exhibit 14).

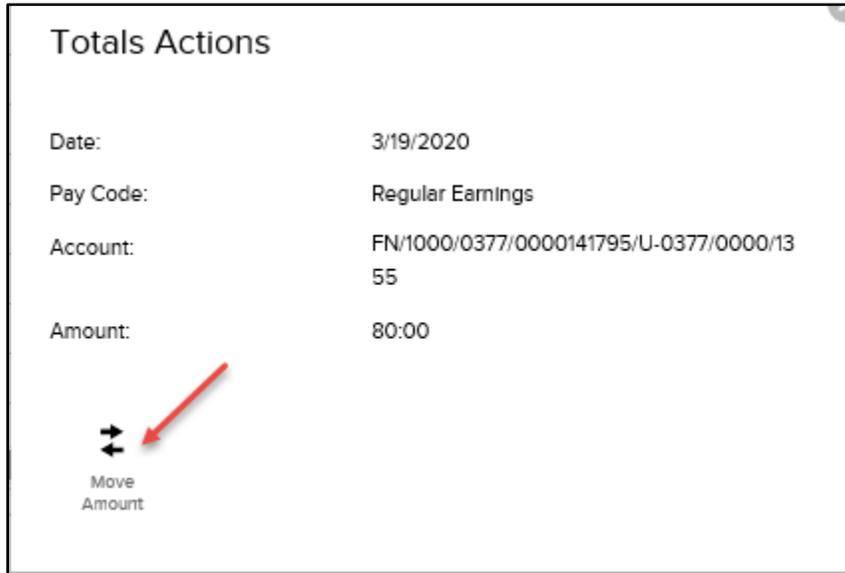
**Exhibit 14**

Totals			
Account	Pay Code	Amount	
FN/1000/0377/0000141795/U-0377/0000/1355	Overtime	4:30	
FN/1000/0377/0000141795/U-0377/0000/1355	Regular Earnings	80:00	

A red box highlights the 'Amount' column header, and a red arrow points to the '4:30' value in the Overtime row. A text box above the arrow says 'Right click the total hours worked.'

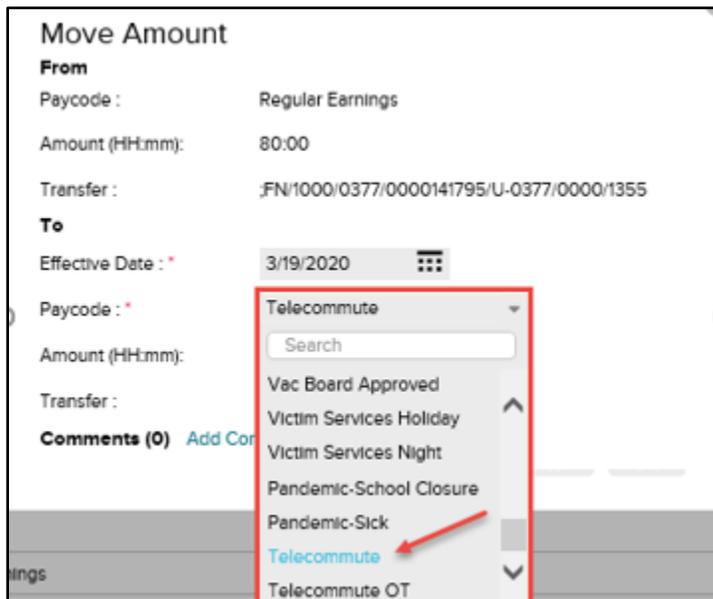
2. The Totals Actions window will appear. Click the Move Amount icon (Exhibit 15).

Exhibit 15



3. The Move Amount window will appear. In the Paycode field, select Telecommute or Telecommute OT from the dropdown menu (Exhibit 16).

Exhibit 16





## ADP Time & Attendance: Logging Pandemic Outbreak Leave in eTIME

4. In the Amount field, enter the number of regular hours or overtime hours worked (Exhibit 17)

### Exhibit 17

#### Move Amount

**From**

Paycode : Regular Earnings

Amount (HH:mm): 80:00

Transfer : ;FN/1000/0377/0000141795/U-0377/0000/1355

**To**

Effective Date : \* 3/19/2020

Paycode : \* Telecommute

Amount (HH:mm):

Transfer :

5. Click Ok (Exhibit 17).

### Exhibit 17

**To**

Effective Date : \* 3/19/2020

Paycode : \* Telecommute

Amount (HH:mm):

Transfer :

**Comments (0)** [Add Comment](#)



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6. The Totals summary will now list the hours worked as Telecommute hours (Exhibit 18).

### Exhibit 18

Totals				Accruals	Historical Corrections	Audits
All	▼	All	▼	₪		
Account		Pay Code			Amount	
FN/1000/0377/0000141795/U-0377/0000/1355		Overtime			0:00	
FN/1000/0377/0000141795/U-0377/0000/1355		Regular Earnings	Telecommute		0:00	
FN/1000/0377/0000141795/U-0377/0000/1355		Telecommute	Telecommute OT		80:00	
FN/1000/0377/0000141795/U-0377/0000/1355		Telecommute OT			4:30	