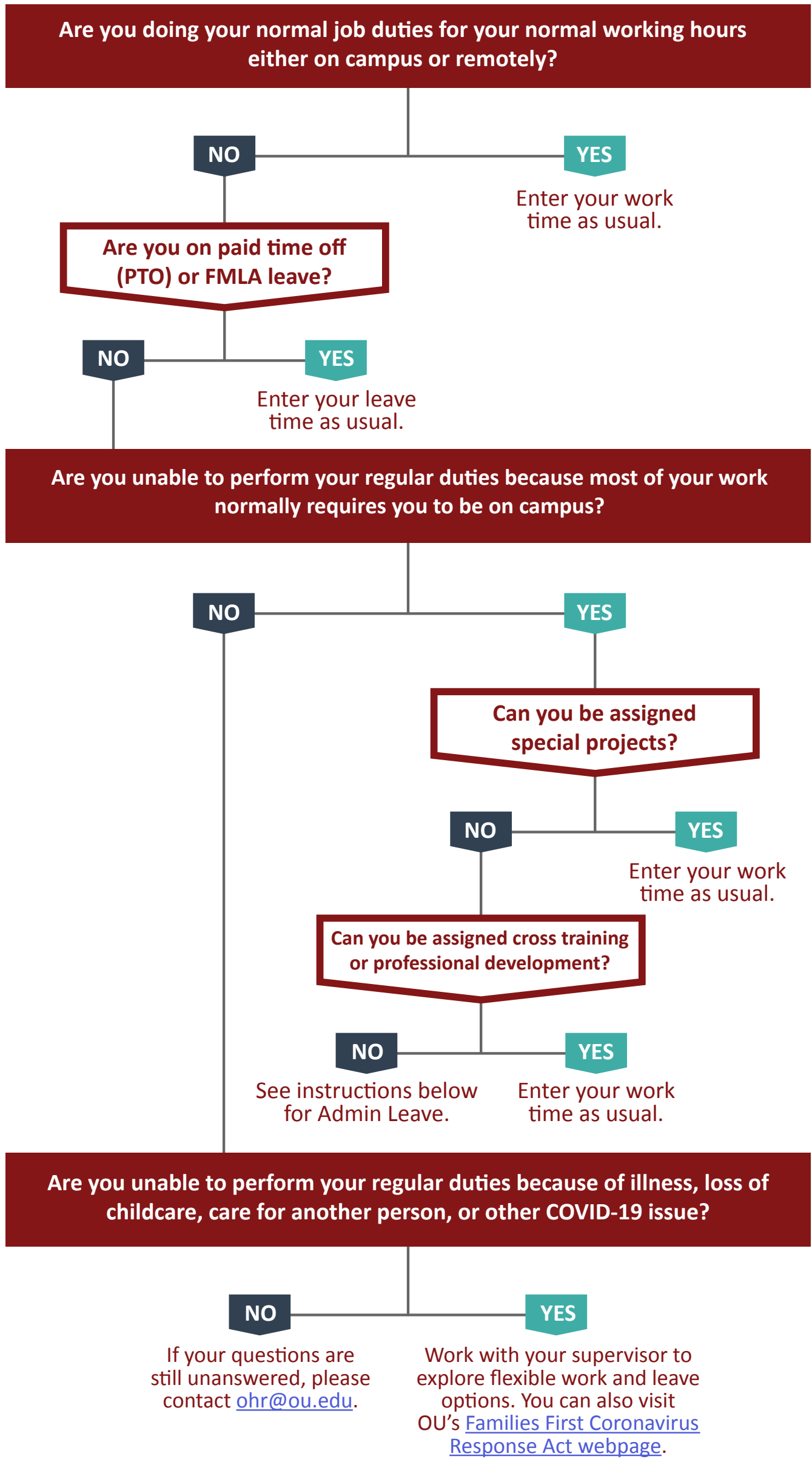




TIMEKEEPING GUIDELINES

During the COVID-19 Pandemic

Visit the dedicated [Human Resources webpage](#) and reach out to your department Human Resources contact if you have questions about your time entry or e-mail ohr@ou.edu.



Entering COVID-19 Admin Leave

If you and your supervisor determine that you are eligible to enter COVID-19 Admin Leave, follow these instructions to enter your time.

Benefits-eligible employees in non-essential roles who are unable to telecommute, and cannot be assigned other responsibilities, will continue to be paid. Time should be reported as Administrative Leave-COVID. Employees who are not benefits-eligible are not eligible for Administrative Leave.

Hourly: Your supervisor may approve you for Admin Leave during some or all of a workday. You should report all time that you work and all time that you are on admin leave. It is possible for you to have part of your day or week as Admin Leave and part of your day or week as working time.

Salaried: Under these circumstances, Admin Leave is reported by full day increments for salaried employees. If you work for part of a day, the day does not qualify for Admin Leave and the whole day should be reported as work time. It is possible for you to have part of your week as Admin Leave related to COVID-19 and part of your week as working time.