Time and Absence

Leave options for employees impacted by COVID-19

Information:

- HR: Coronavirus Resources for Employees - Employee Leave
- Federal paid leave programs for employees impacted by COVID-19:
  - Since the federal law that allowed the university to provide Emergency Paid Sick Leave (EPSL) to all employees affected by COVID-19 expired Sep. 30, 2021, Human Resources would like to highlight some additional paid time-off options and other resources available to you in the event that you are impacted by COVID-19.
  - General population: See 10/4/2021 email for Leave Options
  - HR Partners: See "ARPA Expiration and Leave Guidance for HR Professionals" document
- EXPIRED May 1, 2021-September 30, 2021 leave: American Rescue Plan Act (ARPA) Paid Leave
- EXPIRED January 1, 2021-April 30, 2021 leave: Expiration of FFCRA Paid Leave Options
- EXPIRED April 1, 2020-December 31, 2020: Families First Coronavirus Response Act (FFCRA) Paid Leave Options

Resources

General information

- Exempt vs. non-exempt employee - AskUs
- Fair Labor Standards Act (FLSA) classification and overtime
- Flexible Work Arrangements and telework
- Handbook of Operating Procedures (HOP) - Human Resource policies
- Paydays and Payroll deadlines
- Transferring state service
- Work schedule (HOP 5-2110)

Family and Medical Leave Act (FMLA)

- FMLA overview
- FML online request for employees
- FML - entering absence in Workday for approved hours
- FML - removing unused hours - AskUs

Time Off and Leave

- Leave and time off - descriptions of types of leave
- Leave and time off for faculty
- Leave payouts for separating employees
- Leave policies - HOP
- Insurance Options While on Leave of Absence Without Pay (LWOP)
- President's Exemplary Service Award
- Sick Leave
- Sick Leave Donation Program
- State Compensatory Time and Overtime
- Time Off and Leave - central HR
- Time Off balances - how to view in Workday
- Vacation time off eligibility, and accruals for full-time employees by length of state service

Timesheets

- askUS: Employees required to submit timesheets in Workday
- askUS: Submitting time in Workday
- Correct or Cancel Absence Time Off for Employees W.I.G.
- Correct Reported Time for Employees W.I.G.
- Enter Time - Part-Time Employee Guidance Workday Process Overview - includes instructions on using time balances that are not in .25 hour increments
- "Getting Started With Workday Timesheets" (DOCX) for all employees
- HOP 5-4020: University Time Reports
- Time and absence training for Timekeepers and Absence Partners
- Timesheet FAQs
- Timesheet training and FAQs for all employees

Frequently Asked Questions

See the askUS knowledge base for other frequently-asked questions.

Q. I have a question about timesheets.
A. See Workday Timesheet FAQs.

Q. Why can't I submit timesheets?
A. See askUS: Employee Can't Submit Time for possible explanations.

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UT – Timesheet Mass Advance Process

In the event that an hourly employee has submitted a timesheet to a manager, and the manager fails to approve it by the deadline, the unapproved timesheets will be programmatically mass-advanced by Workday to timekeepers in order to facilitate the timely payment of employees.

COE – Timesheet Mass Advance Policy

Timekeepers:

Timekeepers are responsible for setting and communicating payroll deadlines to employees and managers. Timekeepers will run periodic time reports to ensure efficiency. Timekeepers are responsible for facilitating approval of timesheets to ensure payment to employees.

Managers:

Managers are responsible for reviewing and approving timesheets by the deadline. Allowing timesheets to be mass-advanced each pay period is not an acceptable alternative to compliance. Managers who habitually fail to approve timesheets on time will be documented and reported to management.

Resources

- Workday: Semi-Monthly Mass Advance of Hourly Time

Guidance for Timekeepers and Absence Partners during the COVID-19 crisis

- COE Box: COVID-19 Work and Leave Options
- EPSL and EFML:
  - EPSL and EFML Toolkit
  - EPSL and EFML: Accrual and Usage Guidance
  - EPSL and EFML Scenarios
  - EPSL and EFML Workday Instructional Guide (W.I.G.)
  - Transferring/Adding EPSL Hours Request Form info
  - Workday report: Use of EFML (Paid) When EFML (Unpaid) exists - RPT0918 - Audit for the use of EFML (Paid) before EFML (Unpaid) is exhausted in order to ensure that the first two weeks of EFML used by employees are unpaid
- Families First Coronavirus Response Act (FFCRA) Paid Leave
- HR: Employee Leave - Coronavirus Resources for Employees
- Timekeeping Guidelines by time period:
  - May 16-31, 2020
  - May 1-15, 2020
  - April 1-30, 2020
  - March 16-30, 2020
  - March 13-15, 2020

Please send suggested additions to this page and notifications about broken links to COE-HR@austin.utexas.edu.