Benefit Eligible Hourly Staff—Recording time during a Public Health Emergency within your Timesheet in Workday—Starting 6/8/2020

START HERE

Did you work either on Campus or at home?

Yes

No

Enter the hours you worked with the time entry type: Hours Worked

Enter any remaining not worked hours for your regularly scheduled shift with the time entry type: Public Health Emergency—Not Working (Pays Regular Rate)

Did you not report to work for other personal reasons?

Yes

No

Were you Sick or had a medical appointment?

Yes

No

Were you scheduled for Vacation Time?

Yes

No

Enter all hours with the time entry type: Sick (Please see section below regarding sick time.)

Enter all hours with the time entry type: Vacation

Enter hours with the time entry type: Public Health Emergency—Not Working (Pays Regular Rate)

IMPORTANT INFORMATION REGARDING SICK TIME

If you have:

- Been diagnosed with COVID-19 or
- A more serious illness or accident that would make you unable to work for >3 days (even if home and currently not working) or
- Are having a scheduled surgery

Record your time as SICK and contact Mary Cote (mcote@bowdoin.edu or by calling 725-3033) so she can provide direction and send FMLA paperwork and short term disability insurance information to you if appropriate. If a medical leave is indicated, she will record your sick time for you and evaluate the need for additional sick time hours to be provided if your sick time balance is exhausted.