

DETERMINING EMPLOYEE PAY CODES

How To Record Your Time During the COVID-19 Crisis | Effective April 1, 2020–July 31, 2020

STATUS

Working on-campus or working remotely on regular work or other duties as assigned



Enter as
NORMAL HOURS
worked

On vacation



Enter as
VACATION PAY

Caring for immediate family member sick with COVID-19



Enter as
SICK PAY

or
DISASTER-DONATED SICK PAY
up to 160 hours

or
VACATION PAY
in coordination with
paid family leave

Caring for child out of school due to COVID-19 closure



Enter as
SICK PAY

or
DISASTER-DONATED SICK PAY
up to 160 hours

or
VACATION PAY



then enter as
EMERGENCY PAY

*If you are able to commit time to do regular work enter as **NORMAL HOURS** worked*

Sick with illness *unrelated* to COVID-19 closure



Enter as
SICK PAY



then enter as
VACATION PAY

Sick with COVID-19



Enter as
SICK PAY
in coordination
with state
disability claim

Working regular shift hours where there is no telecommuting available



Enter as
EMERGENCY PAY

Exempt employees: Exempt (salaried) employees should only enter appropriate codes on their timecard (for example, sick and vacation accruals) for full days of missed regularly scheduled work.

Please reach out to Human Resources at **310.506.4397** if you have any questions.

Please see the resources available to you to effectively manage work and normalize the new environment at:

[PEPPERDINE.EDU/CORONAVIRUS](https://pepperdine.edu/coronavirus)

PEPPERDINE | Human Resources