

To assist with monitoring the usage of the NYS Paid Emergency Sick Leave, two new Paid Time Off elements have been added to Oracle. These elements are to be added to employee's record if the employee notifies you that they under a COVID-19-related quarantine issued by the State, New York State Department of Health, local Board of Health, or other authorized government entity.

The following outlines the steps to be taken to the **exempt employee's** record:

1. Date track to first day of quarantine
2. Change the employee's status to Paid Leave
3. Add the PTO plan **PTO Government Mandate Time** to the employee's element entry. In the element reason dropdown, select COVID-19: NYS Quarantine
4. Add the element **Leave Adj Government Mandate Time**. Add the element Entry Values as follows:
 - a. Entry Effective Date; this should be the first day of quarantine
 - b. Days; Enter up to 14 days. (e.g., if employee is full time enter 14 days).
 - c. **Please note that the 14 calendar days are prorated based on the employee's projected work schedule during the 14 days.** (e.g., if employee works three days each week, 6 days would be entered. If the employee is full-time and works four 10 hour days each week, 10 days would be added

The following outlines the steps to be taken to the **non-exempt/hourly employee's** record:

1. Date track to first day of quarantine
2. Change the employee's status to Paid Leave
3. Add the PTO plan **PTO Government Mandate Hours** to the employee's element entry. In the element reason dropdown, select COVID-19: NYS Quarantine
4. Add the element **Leave Adj Government Mandate Hours**. Add the element Entry Values as follows:
 - a. Entry Effective Date; this should be the first day of quarantine
 - b. Hours; convert the number of eligible days into hours based on their standard work week. (e.g., if employee is full time and their standard hours is 8 hours per day, enter 112 hours.
 - c. **Please note that the 14 calendar days are prorated based on the employee's projected work schedule during the 14 days.** (e.g., if employee works three 4 hour days each week, 24 hours would be the Hours. If the employee works four 10 hour days each week, 80 hours would be added

When completing their timecard, the employee will select Hours Type Non Worked Time or Non Worked Hours and select the absence reason COVID-19: NYS Quarantine (Non Worked).

Other Information:

1. As with the current procedure, the timecards in Timekeeper with Non Worked Time/Hours will be in a status of Error and require action before timecards will transfer from Timekeeper to Oracle with payroll processing.

2. In Oracle, absences for Non Worked Time/Hours will show a negative balance in the Non Worked PTO Plan.
3. Adjustments should be made to move the absence balance from **PTO Non Worked Time/Hours** to **PTO Government Mandate Time/Hours**.
 - a. Use the element **Leave Non Worked Hours/Time Adj** to add to the PTO Non Worked Hours/Time plan (removing the negative balance)
 - b. Use the element **Leave Negative Adj Government Mandate Hours/Time** to subtract from the PTO Government Mandate Hours/time plan (reducing their available balance)
4. There are two methods of obtaining a list of employees who have used the reason of COVID-19: NYS Quarantine.
 - a. In Oracle with the menu item of View> Employee by Element > Query the Element Non Worked Hours or Non Worked Time. The results will show all Non Worked Hours/Time absences with the absence reason.
 - b. In Oracle run the report RF Absence Report for a specific period with parameters of Absence Type = Non Worked Hours Absence Type and Non Worked Time Absence Type.