

**COVID-19 Self-Service Options: Absence Entry and Timesheet Entry**

(A leave request form should be submitted to HR prior to reporting absences under the PAL/FFCRA code.)  
(Regular time worked, sick leave and vacation leave should be reported as normal.)

Navigate to the normal screens for your absence entry or timesheet entry.

**Absence Entry Options:**

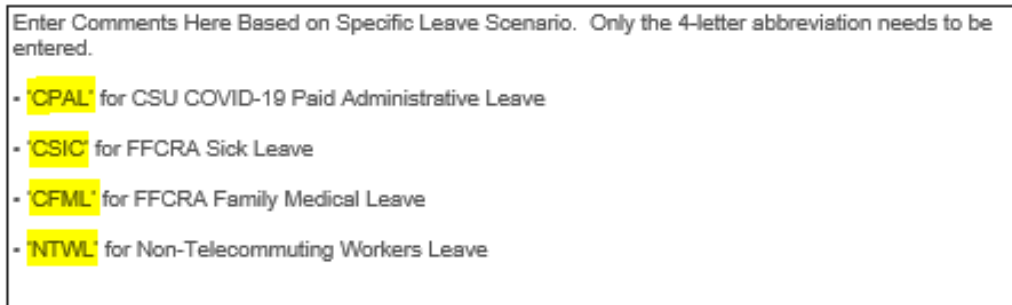


There is only one (1) option for 'Absence Name'.

1. Select PAL/FFCRA.
2. Select Begin/End Date.
3. Select/Enter partial days if applicable.
4. Click Add Comments-comments MUST be added to differentiate leave type.

**Absence Event Comments**

Enter comments to be associated with the absence event and click the Save Comments button to save them. To return without saving click the Return to Entry Page link.



[Save Comments](#)

[Return to Entry Page](#)

1. Enter the appropriate 4-letter code for the leave type you wish to use.
2. Save Comments.
3. Submit Absence.
4. Manager should approve as normal.



**Timesheet Options:**

Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Total	Time Reporting Code	Taskgroup
	4.0	4.0	4.0		76.0	REG - Regular Hours Worked	CSU
	1					CPAL - COVID PAL	CSU
		2				CSICK - COVID FFCRA Sck	CSU
			2			CFML - COVID FFCRA FML	CSU

1. Enter scheduled hours.
2. Select appropriate 'Time Reporting Code' from drop down menu. \*\*No comments are needed.
3. Submit Timesheet.
4. Manager should approve as normal.