



Timekeeping Guidelines for COVID-19 Related Emergency Leave

Due to the City of Fort Worth “Stay Home, Work Safe” order, many employees are working remotely to the maximum extent possible. However, there are some employees that are unable to work remotely due to their job functions. Below are timekeeping guidelines specific to noted employee groups.

Student Assistant Employees

- **Approved to work remotely** – If you have been approved to work remotely, there are no changes for you at this time. You will continue to enter your time that you work remotely in as normal.
- **Not currently working** – If you have not been approved to work remotely and were working in the Spring semester before the campus closure, you will enter the **average hours** that you would have normally worked during the week. You will enter those hours on the Saturday of the each pay week. You will enter the number of hours in the **Other Time Hours** box. Then select, **Student – Emergency Leave**, in the **Other Time Types** drop down box. Please see the example below:

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
03/15/20	Sunday							
03/15/20	Sunday							
03/16/20	Monday							
03/16/20	Monday							
03/17/20	Tuesday							
03/17/20	Tuesday							
03/18/20	Wednesday							
03/18/20	Wednesday							
03/19/20	Thursday							
03/19/20	Thursday							
03/20/20	Friday							
03/20/20	Friday							
03/21/20	Saturday					6	Student - Emergency Leave	
03/21/20	Saturday							
03/22/20	Sunday							
03/22/20	Sunday							
03/23/20	Monday							
03/23/20	Monday							
03/24/20	Tuesday							
03/24/20	Tuesday							
03/25/20	Wednesday							
03/25/20	Wednesday							
03/26/20	Thursday							
03/26/20	Thursday							
03/27/20	Friday							
03/27/20	Friday							
03/28/20	Saturday					4	Student - Emergency Leave	
03/28/20	Saturday							



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Work Study Employees

- **Approved to work remotely** - If you have been approved to work remotely, you are allowed to record your full 40 hours per pay period (20 hours per pay period) until your work study award is exhausted. If you were able to work your full 40 hours a pay period, you will **not** add any additional hours. Any additional unworked hours that will give you 40 hours per pay period will need to be placed on the Saturday of the each pay week.

Example: If you worked 8 hours during the week, you will enter the 12 additional unworked hours in the **Other Time Hours** box on the Saturday of the each pay week, then select, **CWS – Emergency Leave**, in the **Other Time Types** drop down box.

Please see the example below:

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
03/15/20	Sunday							
03/15/20	Sunday							
03/16/20	Monday	03:00PM	05:00PM					
03/16/20	Monday							
03/17/20	Tuesday							
03/17/20	Tuesday							
03/18/20	Wednesday	12:00PM	02:00PM					
03/18/20	Wednesday							
03/19/20	Thursday							
03/19/20	Thursday							
03/20/20	Friday	10:00AM	02:00PM					
03/20/20	Friday							
03/21/20	Saturday					12.00	CWS - Emergency Leave	
03/21/20	Saturday							
03/22/20	Sunday							
03/22/20	Sunday							
03/23/20	Monday	03:00PM	05:00PM					
03/23/20	Monday							
03/24/20	Tuesday							
03/24/20	Tuesday							
03/25/20	Wednesday	12:00PM	02:00PM					
03/25/20	Wednesday							
03/26/20	Thursday							
03/26/20	Thursday							
03/27/20	Friday	10:00AM	02:00PM					
03/27/20	Friday							
03/28/20	Saturday					12.00	CWS - Emergency Leave	
03/28/20	Saturday							

Not currently working – If you have not been approved to work remotely and were working in the Spring semester before the campus closure, you are allowed to record your full 40 hours per pay period until your work study award is exhausted. You will enter 20 hours each week



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on Saturday of the each pay week. Record the time by going to **Other Time Hours** box on the Saturday of the each pay week, then select, **CWS – Emergency Leave**, in the **Other Time Types** drop down box. Please see the example below:

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hour	Other Time Hours	Other Time Types	Insert Line
03/15/20	Sunday							
03/15/20	Sunday							
03/16/20	Monday							
03/16/20	Monday							
03/17/20	Tuesday							
03/17/20	Tuesday							
03/18/20	Wednesday							
03/18/20	Wednesday							
03/19/20	Thursday							
03/19/20	Thursday							
03/20/20	Friday							
03/20/20	Friday							
03/21/20	Saturday					20.00	CWS - Emergency Leave	
03/21/20	Saturday							
03/22/20	Sunday							
03/22/20	Sunday							
03/23/20	Monday							
03/23/20	Monday							
03/24/20	Tuesday							
03/24/20	Tuesday							
03/25/20	Wednesday							
03/25/20	Wednesday							
03/26/20	Thursday							
03/26/20	Thursday							
03/27/20	Friday							
03/27/20	Friday							
03/28/20	Saturday					20.00	CWS - Emergency Leave	
03/28/20	Saturday							