Bi-Weekly (Non-Exempt & Union) Use of Pandemic Pay Cont. Related to COVID-19

This quick guide is intended to help Bi-Weekly employees and their supervisors complete their “Web Time” entry.

Between March 31 and April 10, if you are unable to fulfill all of your scheduled hours due to the Minnesota Stay at Home Order, please report time not worked in “Web Time” Entry. Select Bi-Wkly Pandemic Pay Continuation in the Other Pay Leave Category and enter the difference between the number of hours you worked and the number of hours you were scheduled to work per day. See the definitions below and the example in the screen shot.

- **Pandemic Pay Continuation:** Use this code when the employee is scheduled to work and we do not have work available for them to fulfill their schedule. The employee is available to work if needed.
- **Vacation, Sick & Floating Holiday:** Use this code when the employee is unavailable to work because they are taking a vacation day or sick day. The employee is not available to work if needed.

Bi-Weekly employees should click on the “Report Time Worked” on the Hub, see the screen shot below.

Please note this will create a negative “Bi-Weekly Pandemic Pay Cont.” balance. This code is only used for tracking purposes and the negative balance will not impact your other leave accruals in any way. Employees may not perform outside (non-Carleton) work for hours compensated by the Pandemic Pay Continuation code.

**Reminder:** Bi-Weekly employees must enter your hours worked/day, and the hours not worked leave utilization including “Pandemic Pay Continuation” on the Hub by the Monday following the end of a pay period.