

Dear Timekeepers and Approvers:

Please note the following important Time & Labor and Absence Management dates for **June 2020 (6/01/2020-6/30/2020)**:

- ❖ **Entry Deadline for Time & Absence:** Thursday, July 2, 2020 (close of business)
- # **Approval Deadline for Time & Absence:** Monday, July 6, 2020 (close of business)

Should you have any questions regarding pay eligibility, please contact Employee Relations at er@csun.edu.
For technical time entry questions please contact your [Payroll Technician](#).

STUDENT HOURS

During the summer, the maximum allowable work hours is dependent on the student's job code and cumulative summer academic enrollment – see chart below. The work week begins on Sunday and ends on Saturday. The 20-hour restriction is applicable even if the workweek falls in two different pay periods.

	<u>Enrolled Half Time or More</u>	<u>Not Enrolled or Enrolled Less Than Half Time</u>
Student Assistant (1870)	20	Not Applicable
Taxable Student Assistant (1874) <i>This job classification is only applicable in the June & July pay periods.</i>	Not Applicable	40
Instructional Student Assistant (1150/1152)	20	40*
Student Non-Citizen Status (1868) <i>This job classification must be enrolled full-time in the prior spring and the upcoming fall semester to be eligible for employment.</i>	20	40*

*For Instructional Student Assistant (1150/1152) and Student Non-Citizen Status (1868) not enrolled or enrolled less than half time, please enter "**40-hr Eligible**" when managing "Student hour exceed 20" Timesheet Exceptions.

EMERGENCY PAY CEASED

The Emergency Pay provision for CSUEU (Units 2, 5, 7, 9) and Teamsters (Unit 6) ceased May 31, 2020 at 11:59 p.m. Please do NOT report any hours for Emergency Pay in June pay period.

COVID-RELATED LEAVES

Leave requests must be reviewed and approved by Employee Relations in all cases before any entry of time in the system occurs. For more detailed information about these leaves, eligibility requirements and how to apply, please refer to: <https://www.csun.edu/covid-19/covid-19-information-facultystaff-employee-leave-options>.

Below is a brief summary of current leave types available and time reporting information:

COVID Leave Type	Group Description	Time Reporting
Temporary Paid Administrative Leave	65 years and older and/or identified as having a medical condition that is high risk per the CDC	DO NOT need to report this time in the system. If no other leave is taken during the pay period, a “No Leave Taken” entry in Absence should be entered for the pay period.
Temporary Paid Administrative Leave (CPAL)	Eligible Salaried Employees	Report in <u>Absence</u> using the PAL/FFCRA code with the required Absence Comments “ CPAL ”
	Eligible Hourly Instructional Student Assistant (ISAs) Employees	Report in <u>Timesheet</u> using the CPAL – COVID PAL Time Reporting Code
Non-Telecommuting Workers Leave (NTWL)	Eligible Employees not assigned to work on campus and cannot work remotely based on their duties, and have exhausted CPAL hours.	Report in <u>Absence</u> using the PAL/FFCRA code with the required Absence Comments “ NTWL ”
FFCRA Emergency Paid Sick Leave Act	Please review above link.	Report in <u>Absence</u> using the PAL/FFCRA code with the required Absence Comments “ CSIC ”
FFCRA Emergency Family and Medical Leave Expansion Act	Please review above link.	DO NOT enter this leave via self-service. HR will record these transactions as PAL/FFCRA (CFML).

The Absence Comment for the **PAL/FFCRA** code is necessary to track the multiple types of COVID-related leaves. If the Absence Comment is missing, the entry must be deleted and re-entered with the comment.

Employees or timekeepers can enter **PAL/FFCRA** for a prior pay period via **self-service** as long as a “No Leave Taken” has not already been submitted for that pay period or another absence for the same date. If unable to report via self-service, a **Prior Period Adjustment (PPA)** will need to be submitted.