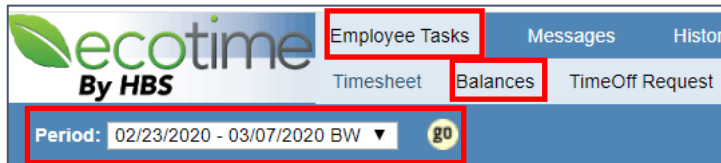


Employee/Supervisor/Timekeeper COVID19 Balances Taken and Codes Explained



COVID19 Leave Balances

1. Open Web Browser, enter Ecotime URL: ecotimecampus.ucsd.edu
2. If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
3. Select **Employee Tasks**, select **Balances**, select **Pay Period**, click **go**



4. In **Misc Taken**, leave used will be displayed. Only time used will be displayed, not time remaining to be used

Misc Taken (Calculated to 8/31/2020)	
Category	Taken Amount
Admin Covid 19	0.00
Sick-FFCRA ESL/ESLF COVID19	0.00
FML-FFCRA EFML COVID19	0.00
Expanded Leave Pay Continuation	0.00
Chancellor Supplemental Leave	0.00
Education	0.00

5. To enter COVID19 related exception codes, Select **Employee Tasks**, select **Timesheet**, select **Pay Period**, click **go**



6. In the **Exception** reporting portion of **Timesheet**, select **Pay Codes**, the following will display:

Admin COVID-19
Sick-FFCRA ESL COVID19
Sick-FFCRA ESLF COVID19
FML-FFCRA EFML Paid COVID19
FML-FCRA EFML Unpaid COVID19
Administrative Leave
Chancellor Supplemental Leave

Employee/Supervisor/Timekeeper COVID19 Balances Taken and Codes Explained



7. The following table describes the different COVID19 codes available in the **Exception Pay Codes**

ECOTIME EXCEPTION CODE	ADMINCOVID 19	SICK-FFRCA ESL COVID19	SICK-FFRCA ESFL COVID19	FML-FCRA EFML UNPAID COVID19	FML-FFCRA EFML PAID COVID19	CSL
Available Time	Up to 128 hours	Up to 2 weeks (80 hours)	Up to 2 weeks (80 hours)	Up to 2 weeks	Up to 10 weeks	Up to 80 hours
How to Use	.25 increments	1 work day	1 work day	2-week block	2-week block	1 work day
Provides	UC is providing 100% of pay	UC is providing 100% of pay	UC is providing 100% of pay	0% of pay	UC is providing 100% of pay	UC is providing 100% of pay
Type	Employee	Employee	Family Care	Employee/ Family	Employee/ Family	Employee
Restrictions	UC COVID Related Leaves and Job Protection And Federal FFCRA Employee Rights	UC COVID Related Leaves and Job Protection And Federal FFCRA Employee Rights	UC COVID Related Leaves and Job Protection And Federal FFCRA Employee Rights	Must take before paid EFML PAID, can use ESL COVID19 or vacation/sick to cover pay	Must take EFML UNPAID first, number of paid weeks based on FML weeks taken beginning 1/1/20	Exhaustion of all COVID related leaves prior to use
Form Required	No form	Yes UC Leave EPSL EFML Form	Yes UC Leave EPSL EFML Form	Yes UC Leave EPSL EFML Form	Yes UC Leave EPSL EFML Form	Yes Medical Professional Note
Eligibility	No prior service requirements	No prior service requirements	No prior service requirements	On UC payroll for the 30 calendar days immediately prior to the leave	On UC payroll for the 30 calendar days immediately prior to the leave	No prior service requirements

Additional Notes

- Employees may use the codes SICK-FFRCA ESFL and FML-FFCRA EFML UNPAID COVID19 for the same hours entered
- Exempt employees typically report exceptions in 8 hour increments. If needed, you may use the code ADMINCOVID19 in .25 increments.