

Ntaus Cov Xuab moos COVID-19 rau hauv daim *Timesheet*

Caj Siv So Thaum Xwm Txheej Ceev txog Tus Kab Mob COVID-19

1. Kev Qhia Rau Koj Siv Daim [timesheet](#).
2. Sau tus lej xuab moos rau ntawm qhov *Pe tsawg (Quantity)*
CEEB TOOM: Qhov ntaus caj pib thiab tawm yuav tsum tsis muaj dabtsi. Yog muaj tshwm, muab tshem tawm.
3. Xaiv qhov sij hawm/Tus *Code* tsis tuaj haujlwm raws li koj hom/pawg hauj lwm.
 - Ob AsThiv ib zaug (ntshe ho qhia hauv qab no) – **EMRGY**
 - *Cov Kawm Qib Siab(Grad Asst)ua hauj lwm raws xuab moos(ob asthiv ib zaug) & Tub ntxhais kawm ua hauj lwm raws xuab moos (Hourly) - EMRPY*
 - *Cov Fellow ua hauj lwm raws xuab moos (ob asthiv ib zaug) – EMPAY*
 - Ib hlis ib zaug - **EMGPY**
4. Nias Qhov xa mus.

From 03/15/2020 to 03/28/2020													
Timesheet Additional Elements <input type="checkbox"/> Show all columns by default													
Select for Delete			Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Sched Hrs	Comp Time
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sun	3/22								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mon	3/23								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tue	3/24	⌘					EMRGY - COVID Emergency Leave	8.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wed	3/25	⌘					EMRGY - COVID Emergency Leave	8.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thu	3/26								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fri	3/27								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sat	3/28								0.00	<input type="checkbox"/>

Saib Sij Hawm COVID-19 tshuav lcas

1. Nyob rau qhov **Sij hawm tshuav (Absence Balance tab)**, nyob hauv tus *bar* sab laug, pom cov sij hawm siv lawm thiab tshuav pes tsawg ntxiv.
 - a. **Sij hawm siv tsis tuaj tshuav li cas** pom qhov sij hawm tag nrho ua ke ntawm thaum them nyiaj zaum tas los(Sij hawm tseem tshuav pe tsawg)
 - b. **Sij hawm uas tseem tshuav** muaj tag nrho cov caj txhua zaus rau cov hnuv tsis tuaj, tus thawjsaib pom zoo thiab khiav ntaub ntawv ntaum tsaus ntuj hnuv ntawd rau lub caj them nyiaj tamsim no thiab yav tom ntej.

Projected Balances for Mar 15 to Mar 28 - 03B as of 03/25/2020						
Leave Type	Prior Usage/Adj	Beginning Balance	Current Usage	Current Balance	Future Usage	Future Balance
Vacation	0.00	124.00	0.00	124.00	0.00	124.00
Pers-Holiday	0.00	36.00	0.00	36.00	0.00	36.00
Legal-Holiday	0.00	64.00	0.00	64.00	0.00	64.00
COVID-19 Leave	0.00	0.00	80.00	80.00	0.00	80.00