Time Off for COVID-19 Vaccine Side-Effects for Non-Exempt, Hourly-Paid Full-time and Part-time Employees—Employee Guide

New Time Reporting Codes have been created for non-exempt hourly-paid employees who experience side effects from the second dose of the COVID-19 vaccine and are unable to work. These employees will be eligible for a one-time paid vaccine sick day equivalent to one day of standard work hours, to be used within 24 hours of receiving the second dose of the COVID-19 Vaccine. Employee Health or University Health Service will send an email to the managers of employees who are out due to vaccine side effects when those employees report their symptoms in Dr. Chat Bot. Reporting symptoms in Dr. Chatbot is required to utilize the COVID-19 Vaccine paid day. The following are the recording instructions:

- **Time Reporting Code: CVE—COVID Vaccine Effects**
  This code is available to full-time and part-time non-exempt, hourly-paid employees. It may be used in place of a Sick or Paid Time Off (PTO) day for vaccine-related illness after the second dose of the COVID-19 is administered.

  Note:
  - TAR employees are not eligible
  - Hourly Exempt and Salaried employees will continue to enter Time Reporting Code: SIK/SIC

- **Time Reporting Code—Nursing Practice TAR: NTC - NP TAR COVID Vaccine Effect RPT**
  This code is available for Nursing Practice TAR only. It is a reporting only code, not a paying code.

Employees who are not able to enter their own time should request this change through their supervisor or department timekeeper.

**Method 1 Using the Time Entry Screen**

1. From the Home page select Time Entry—Employee either from the Quick Links menu on the left or go to Main Menu > Self Service > Time Reporting < UR Time Entry
2. If replacing a Sick or PTO day with the new CVE: COVID Vaccine Effects TRC, press the minus sign to clear the row.

3. Replace by entering the CVE code

4. Press Save.

**Method 2 Using the Elapsed Time Entry Screen**

1. From the Main Menu on the top, click Self-Service > Time Reporting > Elapsed Time Entry.
2. Change the date if necessary (default date is today).
3. Click on View By and choose Calendar Period.
4. Navigate to the date in need of modification.

5. Highlight the 8 hours and click delete or space to clear the field.

6. Click the plus sign to insert a new row.

7. Enter 8 hours on Fri 1/22 and select CVE.

8. Click Submit.