

## SUPERVISOR/HR Contacts – Entering Time on Student Employee Timecards Due to COVID-19 Special Pay Instructions

### IMPORTANT: JOB AID IS FOR SUPERVISORS OF STUDENTS IMPACTED BY 03/12/2020 NOTICE REGARDING CORONAVIRUS:

“Federal Work Study students, and students employed under the Student Employment Program, will continue to be paid during this period based on their regular work schedule, even if they are not on site” <https://www.nova.edu/coronavirus/>

#### ➤ Manage My Department

- My Genies
- Total Hours Genie
- Filter by “Student”
- Locate and highlight students who would normally be working, but are **not** currently working due to the above mentioned notice
- **Go To:** Timecards
- Enter Pay Code from drop down “H-Regular 2”
- Enter Total Amount of **normal weekly worked hours** on Monday of **each** week

**NOTE: Multiple Job Employees require that hours be coded to correct job.**

**See job aid: [Supervisor - PC - Managing Multi-Job Employee Punches.](#)**

Manage My Department | Timecards

Timecards

Loaded: 3:07 PM | Next Pay Period | 8 Employee(s) Selected

Approve Timecard

Print Timecard | Refresh | Calculate Totals | Save | Go To

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	Sat 3/21												
+	Sun 3/22												
+	Mon 3/23		H-Regular 2	10.0		I-STD FWS00/							
+			H-Regular 2	10.0		I-STD FWS01/						20.0	20.0
+	Tue 3/24												20.0
+	Wed 3/25												20.0
+	Thu 3/26												20.0
+	Fri 3/27												20.0
+	Sat 3/28												20.0
+	Sun 3/29												20.0
+	Mon 3/30		H-Regular 2	10.0		I-STD FWS01/						10.0	30.0
+	Tue 3/31												30.0
+	Wed 4/01												30.0
+	Thu 4/02												30.0
+	Fri 4/03												30.0

Totals | Accruals | Historical Corrections | Audits

All | Account

Account	Pay Code	Amount
(x)01/ 5/1017/ 1/STUDNT/ 0-STD FWS00/1	H-Regular 2	10.0
(x)01/..... 5/1017/ 1/STUDNT/ 0-STD FWS01/1	H-Regular 2	20.0