

# Supervisors/HR Contacts – PC – Entering Short-Term Disability (STD) on an Exempt Employee's Timecard

Important: Please note that Short-Term Disability leave pay is driven by the employee's schedule. Schedules should be based on an employee's Benefit applicable hours set when hired.

Note: Short-Term Disability (STD) should only be entered once approval notification has been received, and only after all leave time has been entered and exhausted.

1. Under the Manage my Department widget, under Exceptions, double click on the employee who is currently on STD leave

Name	Unexcused Absence	Late In	Early Out	Unscheduled	Total
	4				4
					0
					0
	4				4
					0

2. Click View Timecard

View Timecard Show Schedule

Please review the Primary Labor Account information located at the bottom left of the employee's timecard to ensure that employee is on leave. Last digit in the primary labor account will confirm employee's status. If the information is incorrect, email Benefits at [loa@nova.edu](mailto:loa@nova.edu).

- 1 = Active
- 2 = LOA with no pay
- 3 = Terminated
- 4 = LOA with pay, intermittent pay

Totals Accruals Historical Corrections Audits

All Account

Account

xx/xxxxx/xxxx/xxxxxx/xxxxxx/xx/4

3. Click "x" button next to the date where STD will be entered to remove in/out times for that date

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sat 9/21												
Sun 9/22												
Mon 9/23	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	7.5
Tue 9/24	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	15.0
Wed 9/25	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	22.5
Thu 9/26	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	30.0
Fri 9/27	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	37.5
Sat 9/28												37.5
Sun 9/29												37.5
Mon 9/30	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	45.0
Tue 10/01	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	52.5

4. Select "STD" from the drop down menu in the Pay Code column

5. Select "Full sched day" from the drop-down menu in the Amount column

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sat 9/21												
Sun 9/22												
Mon 9/23	8:30AM-5:00PM	STD	Full sched day	8:30AM					5:00PM	7.5	7.5	7.5
Tue 9/24	8:30AM-5:00PM			8:30AM					5:00PM	7.5	7.5	15.0
Wed 9/25	8:30AM-5:00PM			8:30AM					5:00PM	7.5	7.5	22.5
Thu 9/26	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	30.0
Fri 9/27	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	37.5
Sat 9/28												37.5
Sun 9/29												37.5
Mon 9/30	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	45.0
Tue 10/01	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	52.5

6. Timecard will automatically populate hours based on the schedule

7. Click "Save" to save all changes

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sat 9/21												
Sun 9/22												
Mon 9/23	8:30AM-5:00PM	STD	7.5	8:30AM							7.5	7.5
Tue 9/24	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	15.0
Wed 9/25	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	22.5
Thu 9/26	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	30.0
Fri 9/27	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	37.5
Sat 9/28												37.5
Sun 9/29												37.5
Mon 9/30	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	45.0

Account	Pay Code	Amount
02N/113701/101/995458/993478/00/1	Regular	67.5
02N/113701/101/995458/993478/00/1	STD	7.5
02N/113701/101/995458/993478/00/1	Total Benefits Eligible	67.5