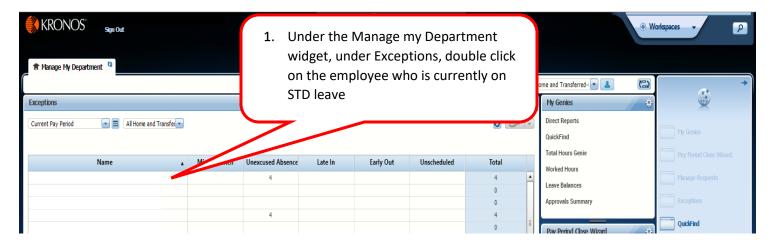
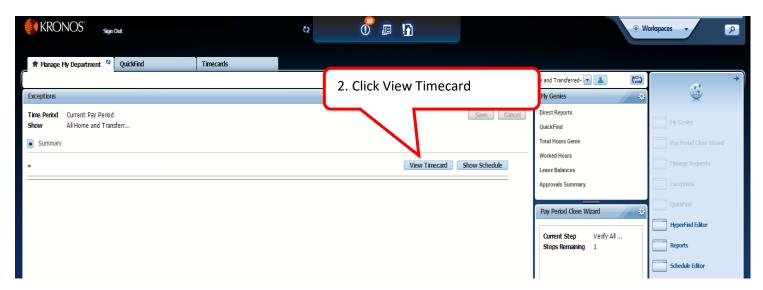
Supervisors/HR Contacts – PC – Entering Short-Term Disability (STD) on an Exempt Employee's Timecard

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.





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.

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

