Supervisors/HR Contacts – PC – Entering Short-Term Disability (STD) on a Non-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 should only be entered once approval notification has been received.

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

> 2. Click View Timecard

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

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

4. Select "Full sched day" from the drop down menu, or enter hours if STD is a partial day, in the "Amount" column

5. Timecard will automatically populate hours based on the schedule

6. The unexcused absence becomes excused

7. Click "Save" to save all changes