

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

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

2. Click View Timecard

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
Mon 9/23							
Tue 9/24							
Wed 9/25							
Thu 9/26							

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

Totals | Accruals | Historical Corrections | Audits

All | Account

Account

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

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

Date	Schedule	Pay Code	Amount	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sat 9/21											
Sun 9/22											
Mon 9/23	8:00AM-4:30PM	Please Choose									
Tue 9/24	8:00AM-4:30PM										
Wed 9/25	8:00AM-4:30PM										
Thu 9/26	8:00AM-4:30PM										
Fri 9/27	8:00AM-4:30PM										
Sat 9/28											
Sun 9/29											
Mon 9/30	8:00AM-4:30PM										
Tue 10/01	8:00AM-4:30PM										

6. The unexcused absence becomes excused

5. Timecard will automatically populate hours based on the schedule

7. Click "Save" to save all changes

Date	Schedule	Pay Code	Amount	In	Out	In	Transfer	Out	Shift	Daily	Period
Sat 9/21											
Sun 9/22											
Mon 9/23	8:00AM-4:30PM	Excused Absence	7.5	8:00AM						7.5	
Tue 9/24	8:00AM-4:30PM									7.5	
Wed 9/25	8:00AM-4:30PM									7.5	
Thu 9/26	8:00AM-4:30PM									7.5	
Fri 9/27	8:00AM-4:30PM									7.5	
Sat 9/28										7.5	
Sun 9/29										7.5	
Mon 9/30	8:00AM-4:30PM									7.5	

Totals	Account	Pay Code	Amount
		STD	7.5