
Pay Code for Continued Payment of Work Study Students

1 message

ETS Service Center <ets-servicecenter@ucsb.edu>
Reply-To: ETS Service Center <ets-servicecenter@ucsb.edu>
To: timekeeping-timekeepers@lists.ets.ucsb.edu

Mon, Apr 20, 2020 at 3:22 PM

The Office of Financial Aid and Scholarships [recently published guidance](#) for continued payment of work study student employees. The guidance notes that work study students “should be compensated for the hours they work or would have worked if not prevented from doing so due to COVID-19.”

In order to pay work study students who have exhausted their eligible “COVID-19 Admin Leave With Pay” hours and are still unable to work due to COVID-19, Payroll Managers and Timekeepers should use the **“Hours Worked” pay code** in Kronos, as well as the **“Administrative Leave with Pay” comment**. Payroll Managers and Timekeepers can add a comment by right-clicking on the entry in the “Amount” column on the timecard, clicking “Comments,” and selecting “Administrative Leave with Pay” from the dropdown menu. A custom note can also be added to the comment. We recommend using consistent wording in custom comments to ease searchability when reviewing reports.

Shift comments and notes will appear in the Time Detail (Spreadsheet Export) report, contained in the Detail tab.

If you have any Electronic Timekeeping questions, please submit a ticket at ithelp.ucsb.edu, or call the Service Desk at (805) 893-5000.

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Best regards,

The ETSC Service Desk

Please do not reply to this email; this address is not monitored.

Contact ETSC Service Desk at x5000 if you have any questions.