This job aid guides HR in enrolling and using COVID-19 administrative leave for employees who have a SPO Paid COVID-19 Leave Form that has been approved by the SPO director.

1. Click > **NavBar** Icon
2. Click > **Navigator**
3. Navigate to > **Time and Labor** > **Enroll Time Reporters** > **Comp Plan Enrollment**

**Note:** Only HR Staff with *NMX_TL_AGY_TIME_ADMIN* security can award Comp Plan Hours
Time and Labor in SHARE 9.2
Compensatory Plan Enrollment

4. Enter > Search Criteria
5. Click > Search
6. Click > Empl ID/ Name

Click View All to see all enrollments available for an employee.

The COVID-19 comp leave plan must be effective dated 3/27/20 or later. The effective date for New Hires and Rehires is the first day of the pay period.

7. Enter > Effective Date or ADD a new effective dated row
8. Click > Compensatory Time Off Plan search icon

You can use the Calendar icon to select the date.
9. Select > Desired **Compensatory Time Off Plan**

A list of all **Compensatory Time Off Plans** displays.

Select the CORVID-19 Comp Plan to Setup

10. Drop-down > **Status** > **Active**

11. Click > **Save**

**Status** indicates if the time reporter is currently associated with the **Compensatory Time Off Plan**. Valid values are **Active** and **Inactive**.

Use the **Add** icon to add another row for another Compensatory Time Off Plan.
Time and Labor in SHARE 9.2
Compensatory Plan Enrollment

Use the Timesheet page to AWARD COVID-19 Comp Plan hours.

1. Click > NavBar Icon
2. Click > Navigator
3. Navigate to > Manager Self Service > Time Management > Report Time > Timesheet
4. Select View By Day
5. Effective Date = 03/27/2020 for employees hired on or before this date
6. Maximum COVID Comp Plan Hours = 80
7. Use TRC COVAW to Award Hours
8. Click Submit
9. Approve the Time

The awarded COVID-19 hours will not be visible in the comp leave balances until the time has been approved and time administration has run.
Time and Labor in SHARE 9.2
Compensatory Plan Enrollment

Use the Timesheet page To Charge COVID-19 Administrative Leave Hours for an Employee Unable to Work from Home or Telework

1. Click > NavBar Icon
2. Click > Navigator
3. Navigate to > Manager Self Service > Time Management > Report Time > Timesheet
4. Select View By Day, Week or Calendar Period
5. Enter the Hours for the Specific Date(s)
6. Use TRC PDCVL
7. Click Submit
8. Approve the Time

Note A: If more PDCVL hours are reported than COVAW hours awarded, Time Admin will create an exception.

Note B: Use the Timesheet Comments box to report the Reason for the Leave.
Use the **Comp Plan History** page to view the history of **Compensatory Time Off Plan** assignments for a specific time reporter.

1. Click > **NavBar Icon**
2. Click > **Navigator**
3. Navigate to > **Time and Labor > Enroll Time Reporters > Comp Plan History**

![Diagram of NavBar: Navigator with labels 1, 2, and 3]

### Comp Plan History

**Sample Employee**

<table>
<thead>
<tr>
<th>Comp Time Off Plan Participation</th>
<th>Empl ID</th>
<th>Empl Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>Status</td>
<td>Compensatory Time Off Plan</td>
</tr>
<tr>
<td>03/27/2020</td>
<td>Active</td>
<td>COVID-19</td>
</tr>
</tbody>
</table>

[Return to Search] [Notify] [Refresh]