Tracking COVID-19 Wages Paid [1]

Employee Services recommends using these methods to track administrative pay related to COVID-19 stay-at-home orders.

**HCM users:** Please refer to campus guidance prior to using these codes.

**Employees:** If you need assistance coding time, ask your department HR or payroll liaison or campus HR for guidance.

**Campus instructions**

- **CU Boulder** [2]
- **UCCS** [3]
- **CU Denver and CU Anschutz** [4]

**Leave codes and usage**

Starting April 1, two new codes will be added for tracking administrative pay related to COVID-19 - ACP (Administrative COVID Pay) and CHP (Administrative COVID Hourly Pay). See below for guidelines on their usage.

**Biweekly pay**

**Usage:** Pay period end date 4/04/2020 and later

- Biweekly hourly employees should enter their normally scheduled hours using code **CHP (Administrative COVID Hourly Pay)**.
- This code will pay the employees for the hours they enter. No comment entry is required by the employee upon entering the time.

**Monthly pay**

**Usage:** Pay period end date 4/30/20 and later; this includes exception reporting for March 2020
Monthly hourly employees:

- Employees should enter their time as normal, entering the comment "COVID-19."
- In addition, a PPL, department leader or Human Resources separately loads ACP (Administrative COVID Pay) for all monthly hourly employees into CU Time. No comment is required by the PPL, department leader or HR.

Monthly salaried employees:

- Employee should enter hours using code ACP (Administrative COVID Pay). No comment is required by the employee upon entering the time.

Groups audience:
HCM Community

Right Sidebar:
HCM: Resources Key

Source URL: https://www.cu.edu/hcm-community/pay-employees/tracking-covid-19-wages-paid

Links
[2] https://www.colorado.edu/hr/covid19/hr-processes
[3] https://www.uccs.edu/hr/covid-19-hr-guidance