

COVID-19 Leave Timesheet Instructions

Employees will see three COVID-19 Leave rows on their timesheets. If an employee's COVID-19 Leave request form* has been approved, hours will be available to that employee in one or more of these categories. It is important for employees to understand which leave they have been approved for in order to report the leave on their timesheets accurately.

**Forms are available from your [HR Business Partner](#).*

An employee can verify which type of COVID-19 Leave they have been approved for by going to [MyInfo](#) - > Employee Services > Time Off Current Balances and History:

- Employees approved for State Leave will have an available balance in **COVID-19 Leave**.
- Employees approved for Federal Leave will have an available balance in **Emergency Paid Sick FFCRA**.
- Employees approved for Expanded FMLA will have an available balance in **Emergency FMLA FFCRA**.

If approved for State Leave, the employee should fill in their timesheet with the hours used of State leave in the **COVID-19 Leave – State** timesheet line.

If approved for Federal Leave, the employee should fill in their timesheet with the hours used of Federal leave in the **COVID-19 Leave – Federal** timesheet line (total hours vs. 2/3).

If approved for leave under the Expanded FMLA qualifications, the employee should fill in their timesheet with the hours used under the Expanded FMLA in the **COVID-19 Leave Expanded FMLA** timesheet line (total hours vs. 2/3).

Employees with questions on how to fill out their timesheets may contact their Payroll Technician. For a list of assigned Payroll Techs, [click here](#).

The email address for each payroll team is as follows:

payrollteamM@montana.edu

payrollteamS@montana.edu

payrollteamU@montana.edu

Generally, COVID-19 leave will assist in situations where employees are ill or are experiencing symptoms, are advised or required to quarantine because of potential exposure, and employees diagnosed with COVID-19. Additionally, employees whose job duties and responsibilities do not allow a work-from-home arrangement and those who have child care needs may be eligible to use COVID-19 leave for the time periods and reasons specified on [MSU's COVID-19 site](#).