



Submitting Pandemic Time in Kronos

The university's [Time-Off policy](#) is being augmented specifically for the COVID-19 situation.

To support our staff, a new paid time off option, Pandemic Time (PND), is available effective March 16, 2020 and can be submitted in Kronos (go.gwu.edu/trs) using the instructions provided in this document.

Note: *This new PND time replaces the previously announced option of using sick time in advance of accrual.*

Eligible situations where an employee can use PND:

- Self-isolation or quarantine, even if they are not sick, when it is required or recommended by a public health authority or health care provider.
- Obtaining a personal diagnosis or care for COVID-19 exposure or symptoms
- Assisting a family member who is self-quarantined because of a COVID-19 diagnosis or is experiencing symptoms of COVID-19 and needs to obtain medical diagnosis or care
- Caring for an immediate family member who is not sick but needs care due to COVID-19 related closures of schools or daycare.

Available PND hours based on employee type:

- Full time benefits-eligible staff - 80 hours
- Part time benefits-eligible staff - 40 hours
- Hourly wage/temporary workers - 20 hours
 - *GW temp agency employees who are in an active status may request PND for days they are scheduled to work but unable to do so due to the COVID-19 situations noted below.*
 - *PND time does not apply to student workers.*

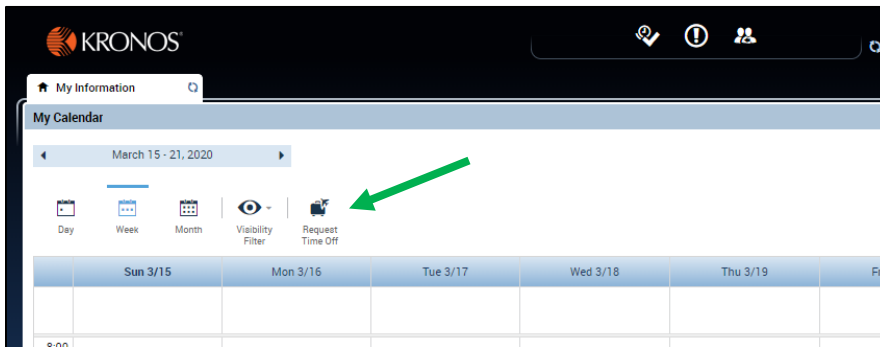
Submitting PND in Kronos:

The full balance of PND time is now available in Kronos for each employee type mentioned above. PND time is submitted using the same steps one would take to submit annual or sick time.

Step-by-step instructions are below.

To submit Pandemic Time:

- 1) Log on to Kronos at go.gwu.edu/trs with your username and password.
- 2) Open the My Calendar widget. Click on Request Time Off.

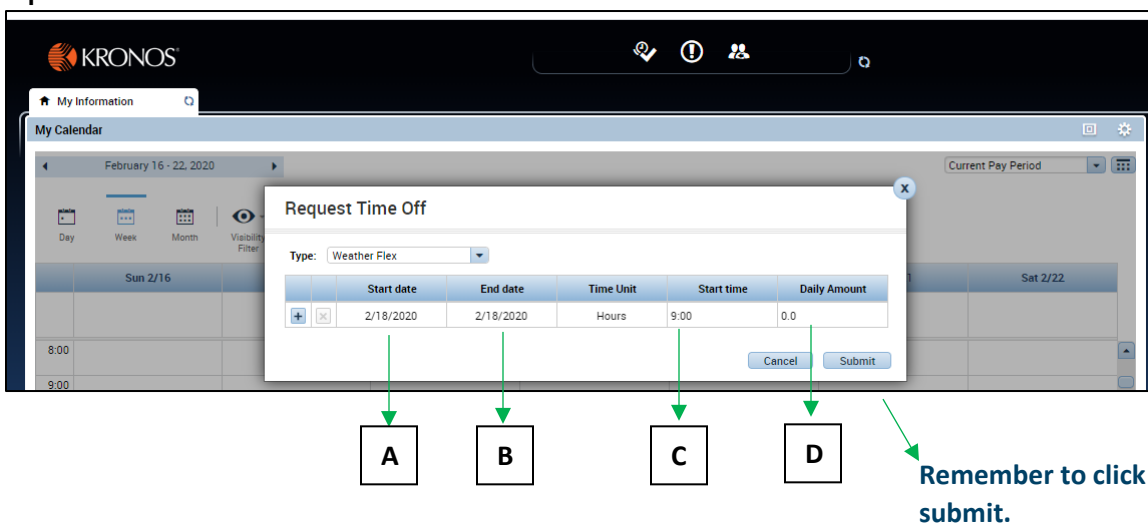


- 3) Select Pandemic Time from the drop down box.

The screenshot shows the 'Request Time Off' form. The 'Type' dropdown menu is open, showing options: Annual, Annual, Bereavement, Jury Duty, Pandemic Time, Sick, Unpaid Time, and Weather Flex. A green arrow points to 'Pandemic Time'. Below the dropdown is a table with columns: Start date, End date, Time Unit, Start time, and Daily Amount. The table contains one row with values: 2/18/2020, 2/18/2020, Hours, 9:00, and 8.0. Below the table is a 'Balance' section with rows for ANL (36.0 Hour), ANLCARRY (0.0 Hour), and PND (80.0 Hour). At the bottom right are 'Cancel' and 'Submit' buttons.

- 4) Enter the A) start date B) end date C) start time and D) daily amount. Click Submit.
 - **Tip:** Daily amount is the number of your scheduled hours for which you did not work. The daily amount field defaults to 8 hours so be sure to enter the correct number of PND hours use
 - **Non-exempt employees:** If you work a partial day and use PND for your remaining hours, please be sure to clock-in and clock-out for the time you worked. Then submit your PND hours to ensure that you are paid for a full day based on your regularly scheduled hours.

Tip:



- 5) When a PND Time request is submitted, your manager will receive an email to take an action in Kronos (e.g., approve).