



MONTHLY PAYROLL REPORT

PAYROLL MONTH _____ YEAR _____

NAME _____ EMPLOYEE ID #. _____

DEPARTMENT _____ EXTENSION _____

INSTRUCTIONS:

1. All Administrative and Professional Staff must complete and submit this form to the Payroll Office each month. The accrual reporting period begins on the 16th of the preceding month and ends on the 15th of the current month. The completed form must be signed by the employee and the supervisor, and submitted to the Payroll Office by the 15th of every month. Note: Monthly Payroll Reports are for accrual purposes only, and your pay will reflect the entire current month.
 2. Identify the appropriate category for each **full day off** during the reporting period by entering an “X” in the “Vacation” or “Sick” column, or by entering the appropriate Reporting Code into the “Other” column. The Reporting Codes are listed below. For COVID-19 Leave use, see back for details.
 3. Employees with an E-Class of P1 (e.g., coaches & teachers) and G1 (e.g., graduate fellows) are not eligible for vacation. If vacation is recorded, the payroll will record it as LWOP.
- ☐ By checking this box and signing below, I confirm that I worked my full schedule during the reporting period and do not need to complete the table below.

DAY	VACATION	SICK LEAVE	OTHER
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
Subtotal			

DAY	VACATION	SICK LEAVE	OTHER
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Subtotal			
TOTAL			

Reporting Codes:

PH Personal Holiday

BR Bereavement

ML Military Leave

JR Jury Duty

LWOP Leave without Pay

C-19 COVID-19 Leave (Eff. through December 2022)

Confirming Signatures:

By signing below, I certify that the information provided on this form is true and correct.

Employee Signature

Date

Supervisor Signature

Date

COVID-19 Supplemental Paid Sick Leave (SPSL)

SPSL is sick leave in addition to paid sick leave employers are already required to provide under the Health Workplaces, Healthy Families Act. This new requirement goes into effect in September 2022 and expires on December 31, 2022, unless otherwise extended.

Permissible uses

An employer must provide SPSL if an employee is unable to work or telework due to any of the following reasons:

(A) The employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the State Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer who has jurisdiction over the workplace. If the employee is subject to more than one of the foregoing, the employee shall be permitted to use COVID-19 supplemental paid sick leave for the minimum quarantine or isolation period under the order or guidelines that provides for the longest such minimum period.

(B) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

(C) The employee is attending an appointment to receive a COVID-19 vaccine or vaccine booster for protection against contracting COVID-19 (only 24 hours can be used out of the 40 hours).

(D) The employee is experiencing symptoms related to a COVID-19 vaccine or vaccine booster that prevent the employee from being able to work or telework (only 24 hours can be used out of the 40 hours).

(E) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

(F) The employee is caring for a family member who is subject to an order or guidelines described in subparagraph (A) or who has been advised to self-quarantine, as described in subparagraph (B).

(G) The employee is caring for a child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis) whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

Additional SPSL

The employee is entitled to 40 hours of “additional” SPSL they qualified for under the first category if the employee tests positive for COVID-19, or a family member for whom the employee is providing care tests positive for COVID-19. **The employee is required to show proof of a positive test in such situations to the Office of Human Resources.**

First, if an employee tests positive, the employee is required to provide a diagnostic test on or after the fifth day following the positive test result and will require documentation of the results (the College will make the COVID-19 test available at no cost to the employee).

Second, if the employee requests to use “additional” SPSL due to a family member for whom they are providing care tests positive for COVID-19, the employee is required to provide documentation of that family member’s diagnostic test results before issuing “additional” SPSL.