UNIVERSITY OF ILLINOIS SYSTEM

Job Aid: COVID Leave Tracker for RETRO Leave Tracking
Effective 12/01/2022

About the COVID Leave Tracker

In accordance with Public Act 102-0697, the University of Illinois System offers COVID-19 Restored Sick Leave and Retroactive Paid Administrative Leave to eligible employees who were employed as of April 5, 2022, the Act's effective date.

COVID-19 Restored Sick Leave and Retroactive Paid Administrative Leave ("RETRO" leave) is required to be entered in the COVID Leave Tracker, the system's tool for recording leave that occurs for qualifying COVID leave reasons.

At UIUC and UIC, RETRO leave entry to the Tracker is performed by Unit HR Contacts. System Office and UIS Unit HR Contacts will not be using the System HR COVID Leave Tracker tool, as entries for this tool will be handled centrally.

Steps to entering COVID-19 Restored Sick Leave and Retroactive Paid Administrative Leave Using the System HR COVID Leave Tracker

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Log in to the System HR COVID Leave Tracker with your Enterprise ID and Duo 2FA.

System HR Covid Leave Tracker

< back to HR Reporting Portal Home Page

University of Illinois
Covid Leave Tracker - Add Record

UIN

[   ]

Submit

After logging in, enter the employee's UIN

Position Number *

Suffix *

Leave Date *

For any RETRO Leave Code (CO6,CO7,RPC,VACC,SICK), enter the 1st day the leave commenced.

Leave Reason/Earn Code

Choose One: ▼

Hours *

☐ This leave will be paid on an adjustment pay. Do not select for RETRO VACC or SICK.

Click for COVID-19 Paid Administrative Leave web page.
Click for COVID-19 Restored/Retroactive Leave web page.

Submit

Enter the following employee information:
- Position Number and Suffix for which the RETRO leave was taken.
- Leave Date -- For any RETRO Leave Code (CO6, CO7, RPC, VACC, SICK), enter the 1st day the leave commenced.
  - Example A: RETRO leave was from May 10, 2021 thru May 14, 2021; enter 5/10/2021 as the Leave Date.
  - Example B: RETRO leave was taken intermittently from June 14, 2021 to June 30, 2021; enter 6/14/2021 as the Leave Date.

Leave Reason/Earn Code

Choose One: ▼
Choose One:
CO1 - Care for Employee @ 100% Pay (ERSL Time)
E5 - IL COVID EE IDPH Req Isolation
E6 - IL COVID EE Close Contact
E7 - IL COVID EE Symptom
E8 - IL COVID Childcare
CO6 - COVID RETRO UNPAID Lv HOURLY
CO7 - COVID RETRO UNPAID Lv DOLLAR
RPC - COVID RETRO for 1/3rd pay
VACC - COVID RETRO - Restore to Begin Bal
SICK - COVID RETRO - Restore to Begin Bal

Submit

Select the applicable RETRO Leave Earn Code from the drop-down box:

- **CO6** -- COVID-19 RETROACTIVE Paid Admin Leave for UNPAID leave/time for Non-Exempt employees 100% pay at regular hourly rate

  - March 9, 2020 – April 4, 2022 is the time period for which unpaid leave and/or unpaid time for hours that were scheduled but not worked due to a qualifying reason (such as for employees who do not accrue leave) can be paid.

  - Use only for <u>non-exempt</u> employees, and must enter hours for the regular hourly rate at the time the UNPAID leave/time was taken
  - Use only for unpaid leave and/or unpaid time for hours that were scheduled but not worked due to a qualifying reason

- **CO7 --** COVID-19 RETROACTIVE Paid Admin Leave for UNPAID leave/time for Exempt employees 100% pay at regular rate

  - March 9, 2020 – April 4, 2022 is the time period for which unpaid leave and/or unpaid time for hours that were scheduled but not worked due to a qualifying reason (such as for employees who do not accrue leave) can be paid.

  - Use only for <u>exempt</u> employees, and must enter dollar amount to be paid at the rate at the time the UNPAID leave/time was taken
  - Use only for unpaid leave and/or unpaid time for hours that were scheduled but not worked due to a qualifying reason

- **RPC --** COVID-19 RETROACTIVE Paid Admin Leave to RESTORE 1/3rd pay at regular rate

  - March 9, 2020 – April 4, 2022 is the time period for which unpaid leave and/or unpaid time for hours that were scheduled but not worked due to a qualifying reason (such as for employees who do not accrue leave) can be paid.

- Use only for non-exempt and exempt employees who <u>did not</u> receive 1/3rd pay restoration for the same leave in their November 2022 paycheck.
- Use dollar amount to be paid, calculated at employee payrate at the time the 2/3rds pay was taken

- **VACC – COVID RETRO – Restore to Begin Bal**

  - March 9, 2020 – April 4, 2022 is the time period for which personal vacation or floating holiday leave can be restored.
  - Use only for non-exempt and exempt employees who are to have RETRO leave restored to their vacation leave balance.
  - NOTE: The Leave Tracker form does not update vacation leave balances. Restored vacation leave must be manually entered to the Beginning Balance in the employee's applicable vacation/sick leave tracking system
  - For UIUC: (An ANA leave balance adjustment will be needed for each employee requiring restoration of VACA). Balances on the ANA must match balances on the certification form that were sent in via the HRFE ADM transaction.
  - For UIC: The restoration of Vacation/Sick hours will be updated in PEALEAV centrally at campus HR level once HRFE ADM transaction is received.
  - For UIS: Employees and Unit HR Contacts should contact UIS HR at uishr@uis.edu for questions related to restoration of leave. Unit Contacts should not submit requests as this is being handled centrally.
  - For System Office: Employees should contact System Human Resource Services at erhr@uillinois.edu for questions related to restoration of leave.

- **SICK – COVID RETRO – Restore to Begin Bal**

  - Personal sick leave taken for qualifying COVID-19 reasons during the 2021 -2022 Academic Year (August 16, 2021 – August 15, 2022) can be restored.
  - Use only for non-exempt and exempt employees who are to have RETRO leave restored to their sick leave balance.
  - NOTE: The Leave Tracker form does not update sick leave balances. Restored sick leave must be manually entered to the Begin Balance in the employee's applicable vacation/sick leave tracking system
  - For UIUC: An ANA leave balance adjustment will be needed for each employee requiring restoration of SICK. Balances on the ANA much match balances on the certification form that were sent in via the HRFE ADM transaction.
  - For UIC: The restoration of Vacation/Sick hours will be updated in PEALEAV centrally at campus HR level once HRFE ADM transaction is received.

  - For UIS: Employees and Unit HR Contacts should contact UIS HR at uishr@uis.edu for questions related to restoration of leave. Unit Contacts should not submit requests as this is being handled centrally.

- For System Office: Employees should contact System Human Resource Services at erhr@uillinois.edu for questions related to restoration of leave.

Enter applicable TOTAL hours of RETRO Leave in the Hours box for RETRO Leave Earn Codes: CO6, VACC – COVID RETRO, and SICK – COVID RETRO.

- If Earn Code CO6 and Hours are entered, the check box will automatically be checked, and the adjustment pay year selection will be in the drop-down box that follows the check box.
- The check box cannot be checked for RETRO VACC or SICK because these are not hours requiring payment via an adjustment. The central HR office will update the Begin Balance in the employee's applicable vacation/sick leave tracking system.
  - IMPORTANT REMINDER: Vacation/sick leave system balances must be updated to match PEALEAV. This is important for the correct processing of annual vacation/sick leave balances reports. Notify your system administrator of this important step.

Enter applicable TOTAL dollars of RETRO Leave to be paid in the Dollars box for RETRO Leave Earn Codes: CO7, RPC

- Select the applicable adjustment pay quarter/year.
- NOTE: The year "2023" will be available in early December 2022.

Click for COVID-19 Paid Administrative Leave web page.
Click for COVID-19 Restored/Retroactive Leave web page.

Submit

Select "Submit" when all RETRO COVID Leave information is entered.

Questions?

Contact your university or system HR office with questions:

- Urbana-Champaign: 217-333-3105 or ihr-ler@illinois.edu
- Chicago: 312-413-3490 or uichrleaves@uillinois.edu
- UI Health: uihloa@uic.edu
- Springfield: 217-206-6652 or uishr@uis.edu
- System Offices: erhr@uillinois.edu