***Please distribute this alert to any users within your agency who are responsible for time and attendance activity in SAP.***

**COVID-19**

* Information regarding updates to SAP related to COVID-19

SAP configuration has been updated as follows for COVID-19:

**Administrative Absence (ADMN)**

[Time Alert 2020-15, Absences Related to COVID-19](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Time%20Alerts/TIME_ALERT_2020_15_Absence%20Entry_Related_to_COVID-19.docx), was issued on March 13, 2020 providing details regarding ADMN absence entry for COVID-19. Administrative leave up to 10 days can be entered for employees who are **quarantined, self-quarantined on the advice of a health care provider, or have symptoms related to COVID-19** and are unable to telework. This release from work with pay should only be used after the Supervisor consults with HR to confirm that no type of work can be performed at home.

Both ESS and SAP configurations have been updated to either stop or flag entries that exceed the *10-day allowance* for ADMN leave associated with COVID-19. **Reminder**: Proper tracking requires users to complete the influenza indicator and enter remarks (COVID-19).

* If the ADMN absence is entered through ESS with the influenza indicator completed, users will receive a hard stop if the absence request exceeds 10 days of ADMN absence.
* If entering directly through SAP Infotypes, a warning message (“Confirm ADMN absence does not exceed the maximum entitlement for current pandemic.”) will generate if an employee has used 10 days of ADMN absence and another ADMN absence is entered. It was not possible to put a hard stop in SAP, so it is critical for time staff to properly evaluate ADMN absences associated with COVID-19 that are made directly to SAP to ensure the 10-day threshold is not exceeded.

This process is valid through April 1, 2020. Watch for a new Time Alert to address absences effective April 2, 2020 through December 31, 2020.

**Permanent Full-Time and Part-Time Union-Covered Employees with Less Than One Year of Service and Annual/Combined/Sick Leave Anticipation**

SAP configuration has been updated to allow permanent full-time and part-time union-covered employees with less than one year of service since the employees adjusted leave service date (Z2 date on IT0041) to anticipate annual/combined/sick quota that they could earn in leave calendar year 2020.

**Union-Covered Employees with Less than 30 Days of Service**

Employees with less than 30 days of service will be able to request and anticipate annual/combined/sick quota that they could earn in leave calendar year 2020.

**Questions?**

If you have any questions regarding this alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category. You may also call for time support at 877.242.6007, Option 2.