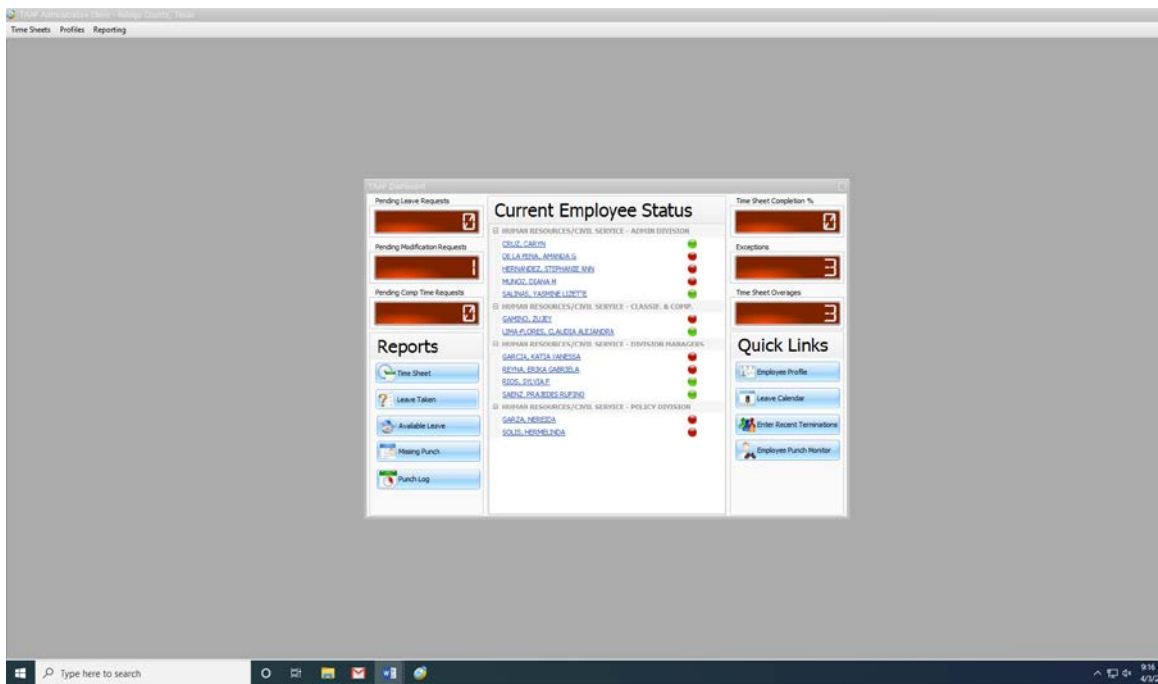
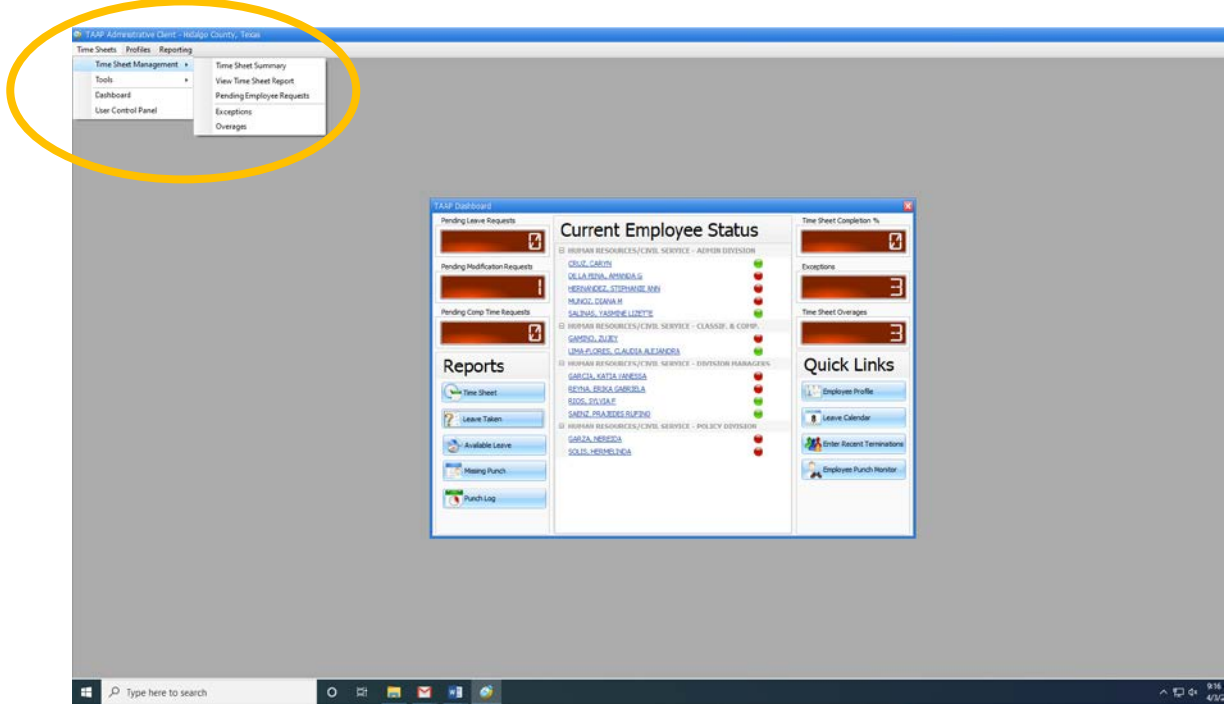


TAAP EMERGENCY PAID SICK LEAVE INSTRUCTIONS

1. Log into TAAP Administrative Login.

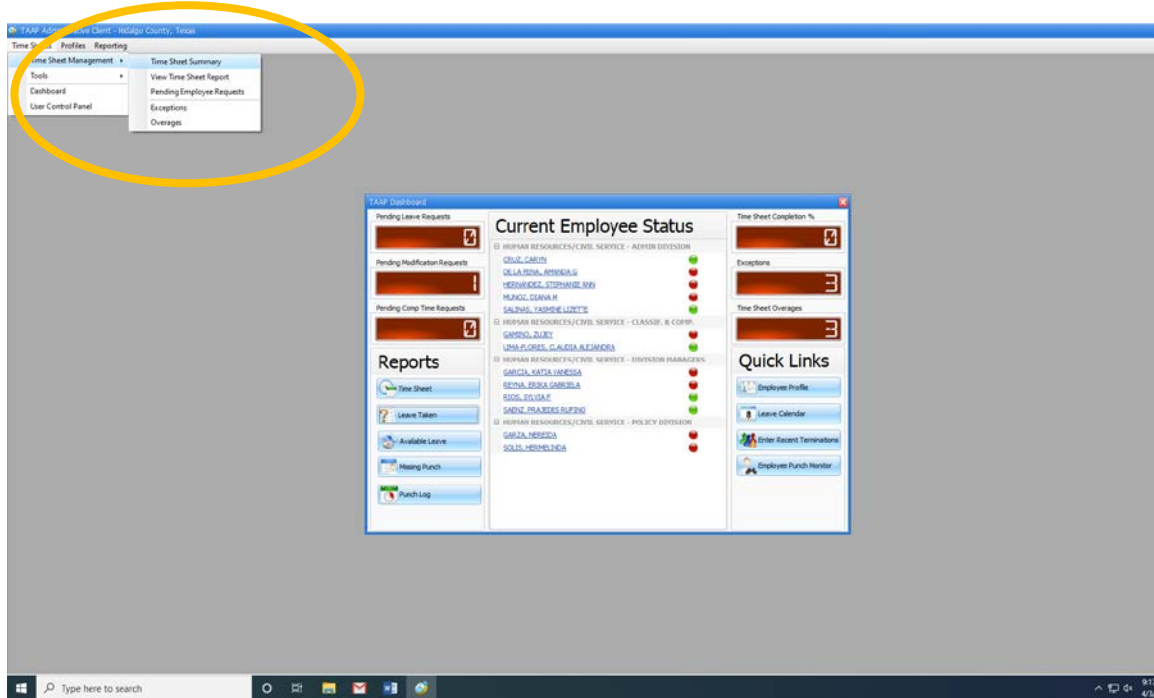


2. Go to Time Sheets on the ribbon and select Time Sheet Management.

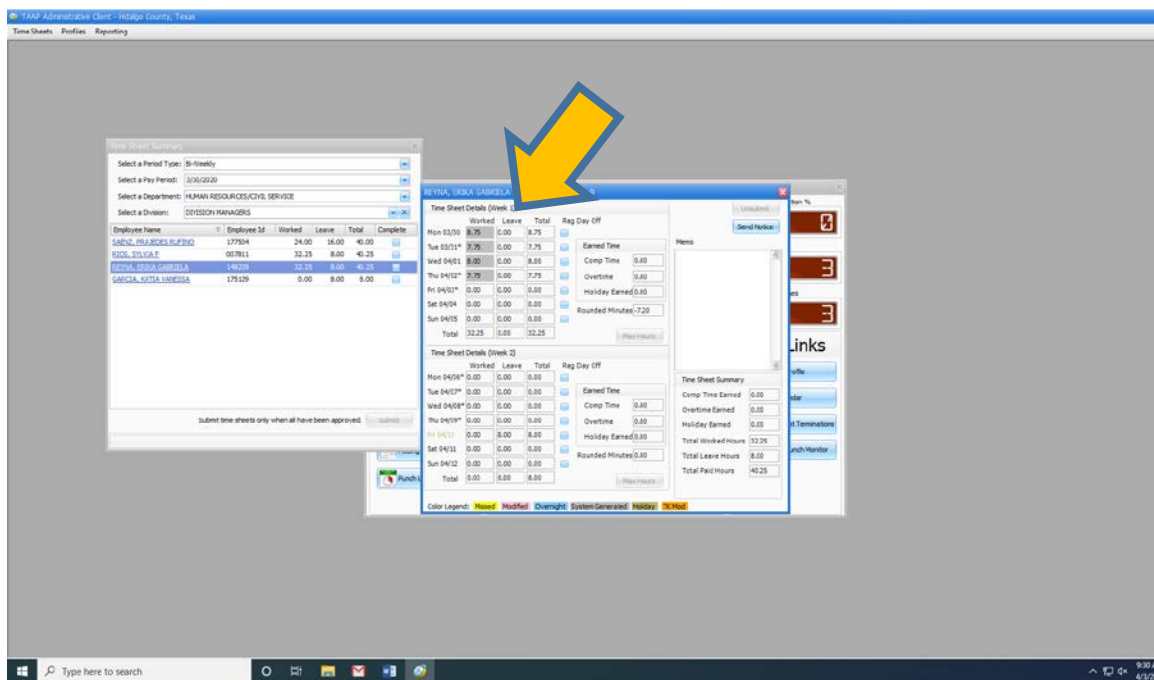


TAAP EMERGENCY PAID SICK LEAVE INSTRUCTIONS

3. Select Time Sheet Summary.



4. Select a Division and the employee for whom you are inputting time. Then on the Leave Column select the date for which you are inputting leave.



TAAP EMERGENCY PAID SICK LEAVE INSTRUCTIONS

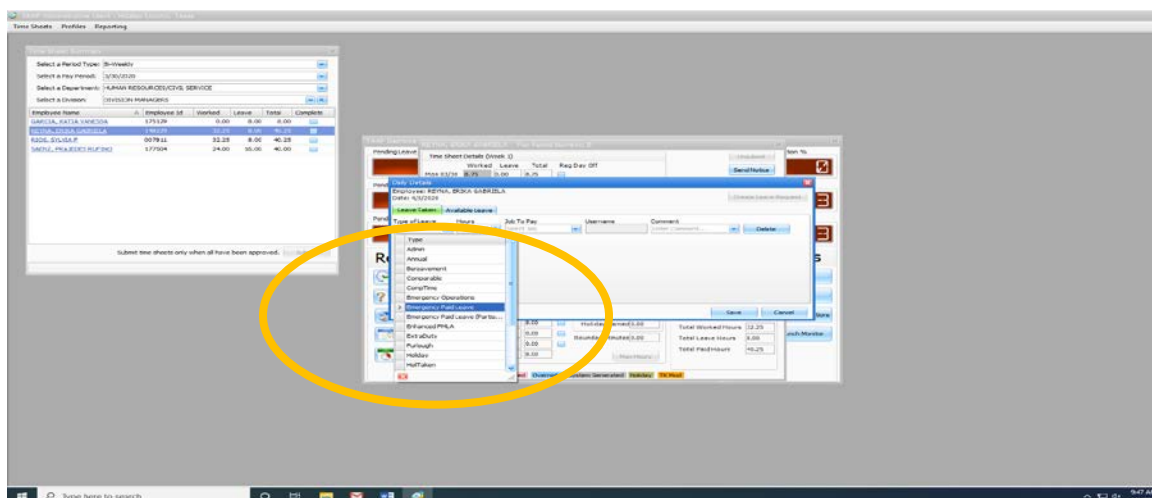
5. The drop down menu will appear. You will have **two options for Emergency Paid Sick Leave:**

1. Emergency Paid Sick Leave
2. Emergency Paid Sick Leave (Partial Pay)

Select one of the Emergency Paid Sick Leave options based on the employee's qualifying reason (list below) and the employee's approved Emergency Paid Sick Leave Application.

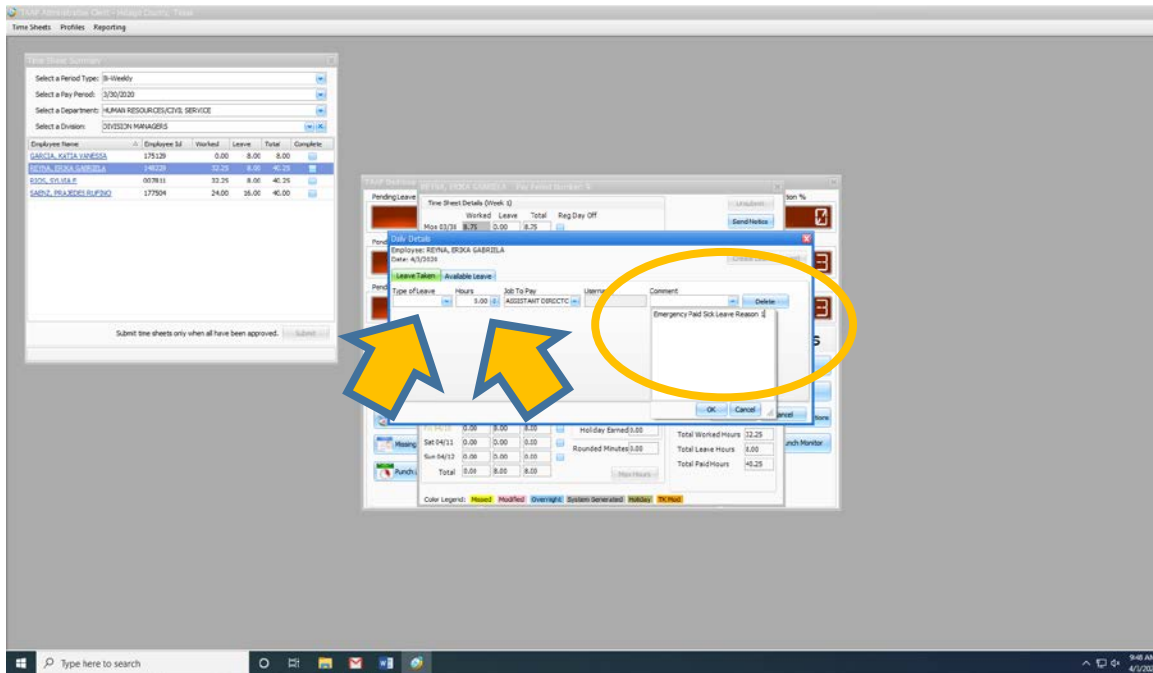
Emergency Paid Sick Leave may only be used for employees who have submitted an Emergency Paid Sick Leave Application and have been approved by the Department Head.

Qualifying Reasons	Type of Leave to Be Selected
1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19	Emergency Paid Leave
2. Has been advised by a health care provider to self-quarantine related to COVID-19	Emergency Paid Leave
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis	Emergency Paid Leave
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)	Emergency Paid Leave (Partial Pay)
5. Is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons	Emergency Paid Leave (Partial Pay)
6. Is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services	Emergency Paid Leave (Partial Pay)

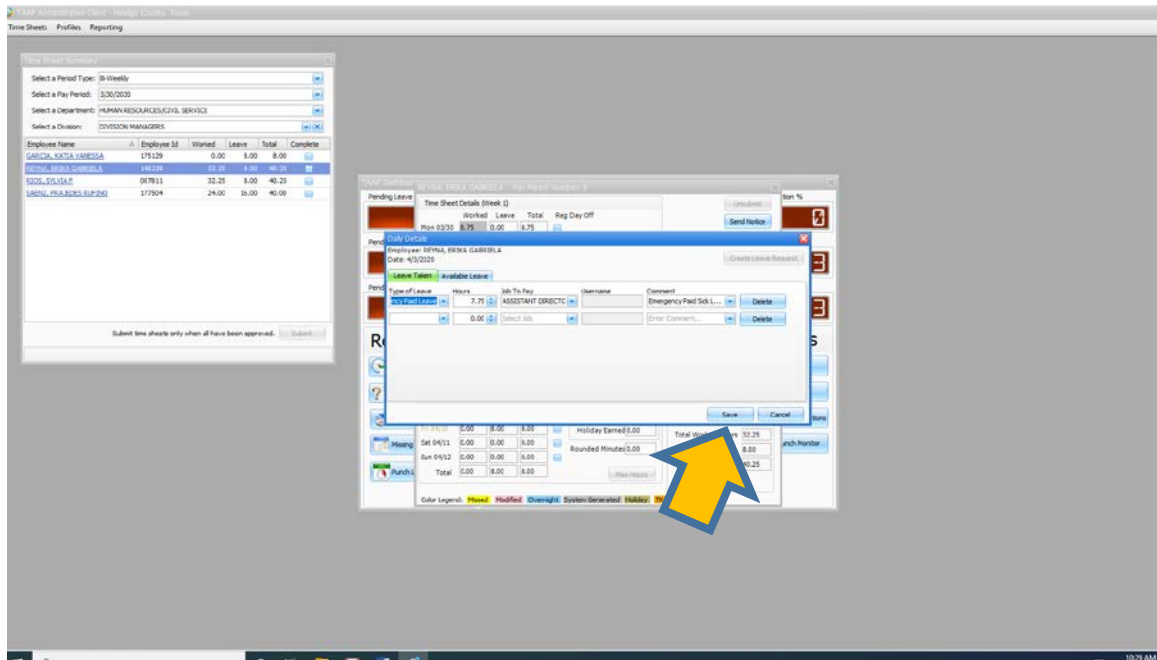


TAAP EMERGENCY PAID SICK LEAVE INSTRUCTIONS

6. Input: 1) Type of Leave, 2) hours per day and 3) on the Comment Section, list the number of the qualifying reason (sample below)



7. Save your information.



8. Repeat steps 4-7 for additional days approved.