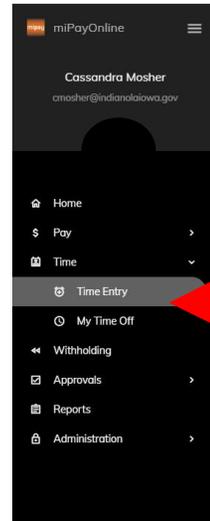
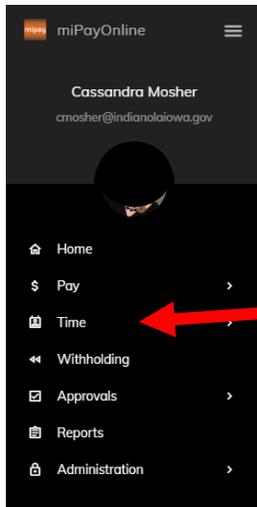


How to Select the COVID-19 Time Tasks in miPay

1. Log in
2. On the left Click Time
3. Then Click Time Entry



4. On the bottom left side of the screen there is an orange plus button click that.

miPayOnline
Cassandra Mosher
cmosher@indianalaw.gov

Time Entry (Cassandra Mosher) 03/22/2020

	Sun 03-22	Mon 03-23	Tue 03-24	Wed 03-25	Thu 03-26	Fri 03-27
In		8:00 AM				
Out		12:30 PM				
		1:30 PM				
		5:00 PM				
Total:	0	8	8	8	8	8

Task

	Sun 03-22	Mon 03-23	Tue 03-24	Wed 03-25	Thu 03-26	Fri 03-27	Total
Regular Hours		8.00	8.00	8.00	8.00	8.00	
Regular:	0	8	8	8	8	8	40
Overtime:	0	0	0	0	0	0	0
Total:	0	8	8	8	8	8	40
Miscellaneous:	0	0	0	0	0	0	0
Leave:	0	0	0	0	0	0	0
Check:	0	0	0	0	0	0	0

- Now you will see a red box appear. It says select a task. Click the drop down and pick the correct COVID-19 task. Below is a description of which task to use for which situation.

COVID-19 (max 80 hours, \$511/day)

- I am subject to a Federal, State or local quarantine or isolation order related to COVID-19.
- I have been advised by a health care provider to self-quarantine related to COVID-19.
- I am experiencing COVID-19 symptoms and am seeking a medical diagnosis.

COVID-19 Family Care (max 80 hours, \$200/day)

- I am caring for an individual subject to an order described in (1 above) or self-quarantine as described in (2 above).
- I am caring for my minor child, under age 18, or over age 18 and who (1) has a mental or physical disability and (2) is incapable of self-care because of that disability, because their school or place of care is closed, or the child's care provider is unavailable, because of COVID-19.
- I am experiencing another substantially similar condition specified by the Secretary of Health and Human Services (HHS).

COVID-19 Regular (max \$200/day)

- I have been approved for Expanded FMLA (EFMLA) to care for my child(ren) whose school/daycare has closed and am on week 3 or later of my EFMLA.

- Remember all time entered needs to be in .25 increments. If you have questions, please call Melissa at 702-557-5377, text or email.