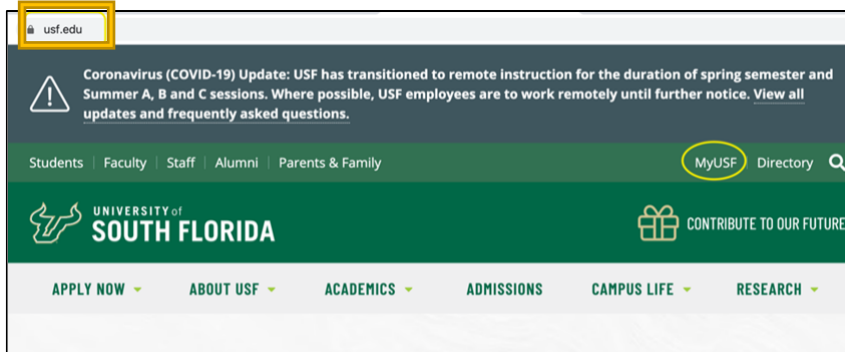


# How To Guide:

## Completing the COVID19 Emergency Paid Sick Leave Form



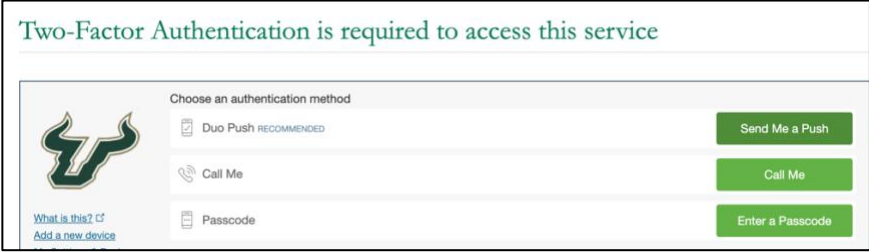
1. Go to USF website at [usf.edu](https://usf.edu).
2. Click on [MyUSF](#).



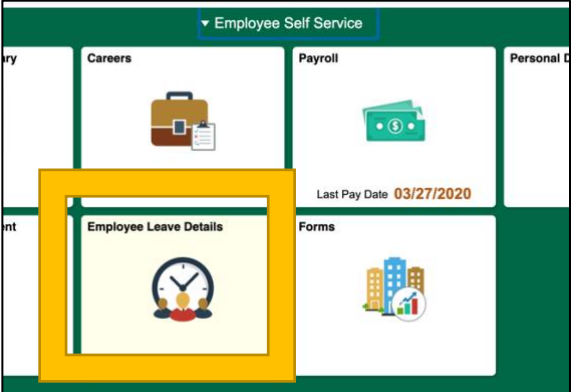
3. Type in your NetID & Password  
**REMINDER:** Your NetID is your email address minus the “@usf.edu”  
You can also find your email/NetID through the [USF Directory](#).  
Lastly, employees can contact IT @ 813-794-1222.
4. Click Sign In



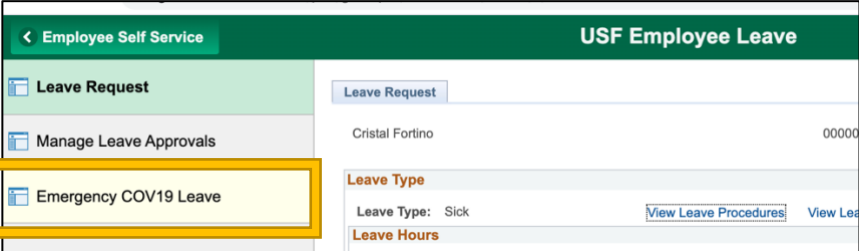
5. Locate the drop-down menu by hovering your arrow over **BUSINESS SYSTEMS**.
6. Click on **GEMS**.



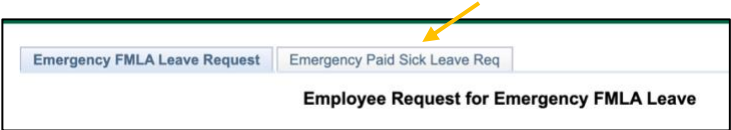
7. Choose your preferred method, Duo Push, Call Me, or Passcode to gain access to GEMS.



8. Double click on the Employee Leave Details box.



9. To the top-left of the screen, click on Emergency COV19 Leave box.



10. You have a choice. Click either: Emergency FMLA Leave Request or Emergency Paid Sick Leave Request. For this demonstration, it will be assumed the employee chose Emergency Paid Sick Leave Request.

11. When you begin completing the form, first, choose how you would prefer receiving correspondence concerning your Leave Request – Email or Postal/Letter.

12. Since you are in GEMS, your name and employee info will auto-populate. Go on to complete your email address and home address.

13. Check the qualified reason(s) that apply to your situation.

14. Then, add the start date or anticipated start date and the end date in the designated boxes. Clicking on the little icon next to the empty date box opens up a calendar. You can hover and click on the date of your choosing.

**Required Documentation** - An employee requesting emergency paid sick leave for reasons mentioned above, (Excluding #5), is required to submit a note from a medical professional or public health official with the anticipated duration of the condition and need for leave; **Acceptable documentation for Reason #5 includes a notice that has been posted on a government, school, or day care website, or published in a newspaper, or an email from an employee or official of the school, place of care, or child care provider.**

- 15. Next, you will notice a box that explains the need for required documentation. **Please send documentation via email to: [Leaveadmin@usf.edu](mailto:Leaveadmin@usf.edu).** Paper documentation is not accepted.

**Pay Calculations**

**For reasons (1),(2) or (3)** - Employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

**For reasons (4 or 6)** - Employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

**For reason (5)** - Employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period).

While on Paid Sick Leave:

- I **WILL** supplement my pay with available leave balances up to 100% of my regular pay and hours.
- I will **NOT** supplement my pay with leave.

- 16. The next section describes how your pay is calculated. You must check off the box that indicates whether you will supplement your pay with available leave or not.

I understand by submitting a request for Emergency Paid Sick leave I agree that:

- If I have elected to use Paid Sick Leave under provisions of HR 6201, I understand that I am eligible for up to 80 hours unless provisions under the law are changed.
- If I have elected to supplement my pay over the Emergency Paid Sick leave cap, as elected above, I will communicate with my supervisor and leave coordinator.
- When leave is foreseeable, I will provide notice of leave as soon as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.
- If the anticipated end date of my leave changes, it is my responsibility to communicate with my supervisor and Human Resources to request approval of the change.
- Should HR not receive my completed documentation, and I remain absent from employment with USF, I understand that I may be subject to termination from my position, consistent with USF's policies and regulations regarding attendance and unexcused absences.

Please check to accept/agree

- 17. You are asked to acknowledge your understanding and agreement of the statements Listed by clicking the box that states, "Please check to accept/agree."
- 18. Finally, once you check the box you may click to submit your request for leave.

Please contact the following for any questions once submitted:

Tampa Campus	Division of Human Resources	Email: <a href="mailto:Leaveadmin@usf.edu">Leaveadmin@usf.edu</a>
St. Pete Campus	Human Resources Office	Email: <a href="mailto:usfsp-FMLA@usf.edu">usfsp-FMLA@usf.edu</a>
Sarasota Campus	Human Resource Office	Email: <a href="mailto:lnixon2@usf.edu">lnixon2@usf.edu</a>