Overview
When, in the face of extraordinary circumstances, Carnegie Mellon University declares an emergency or event emergency-time-off eligible, eligible CMU employees are authorized to use up to 10 days of paid emergency time off as they navigate the current state of emergency.

The purpose of this benefit is to cover eligible employees who are unable to work remotely, who must be off to care for themselves or their dependents, or who are in a high risk category as defined by the CDC. Depletion of all other available paid time off and leave options and balances is an eligibility requirement for university emergency time off.

University emergency time off applies only when an emergency or event is declared emergency-time-off eligible by CMU’s Executive Management Team.

Additional information, including eligibility requirements, can be found here: https://www.cmu.edu/hr/coronavirus/emergency-time-off.html.

Employees can request University Emergency Time Off by submitting a University Emergency Time Off Request in Workday. Step-by-step instructions are below. For additional assistance, please contact your HR business partner.

Requesting Emergency Time Off Via Workday
Employees must notify their supervisor of the need to use Emergency Time Off by submitting a request through Workday. This document provides the instructions for submitting a request through Workday.

When the need to use Emergency Time Off is foreseeable, the employee must submit a request through Workday in advance. When the need is not foreseeable (e.g. due to sudden illness or emergency), the employee should provide notice to their supervisor and submit a request through Workday at least one (1) hour before the beginning of the employee’s normal schedule or as soon as possible under the circumstances.
Benefits: University Emergency Time Off – Submitting a Request
Audience: Eligible Employees

Submitting a University Emergency Time Off Request

<table>
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<tr>
<th>Step</th>
<th>Details</th>
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| 1    | **Log in to Workday:**  
1. Select the **Workday Login** icon found on the HR Service Center website at [https://www.cmu.edu/hr/service-center/hr-systems.html](https://www.cmu.edu/hr/service-center/hr-systems.html).  
2. The Web Login page displays. Enter your Andrew ID and password and select **Login**.  
   ![Web Login](image)  
3. Complete DUO authentication – choose an option:  
   a. DUO Push (smart phone or tablet): click **Send Me a Push**  
   b. Passcode (one-time code via DUO mobile app or DUO hardware token): click **Enter a Passcode**  
   ![Carnegie Mellon University](image)  
4. Use your device or hardware token to complete the authentication:  
   ![DUO Mobile](image)

| 2    | From your Workday homepage, select the **Pay** worklet/application.  
   ![Pay](image) |
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<tbody>
<tr>
<td>3</td>
<td>In External Links, select the <strong>Create University Emergency Time Off Request</strong> option.</td>
</tr>
<tr>
<td></td>
<td><img src="image1" alt="External Links" /></td>
</tr>
<tr>
<td>4</td>
<td>The Create Request screen displays. From the Request Type dropdown, select <strong>All</strong> and then the <strong>University Emergency Time Off Request</strong> radio button below All. University Emergency Time Off Request displays.</td>
</tr>
<tr>
<td></td>
<td><img src="image2" alt="Create Request" /></td>
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| 5    | To open the form, select **OK**. The form displays.  
**Note:** You can click on the link at the top of the form to learn more about the Emergency Time Off program, and then close the window to return to the form. |
|      | ![Create Request](image3) |
## Benefits: University Emergency Time Off – Submitting a Request

**Audience:** Eligible Employees

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| 6    | Complete the form with the following information:  
- Name  
- Andrew ID  
- Email Address  
- Hours and Date(s) for your University Emergency Time Off Request  
- Reason for Request  
- Are you paid hourly or do you receive a salary?  
- Position scheduled to work on dates absent  
- Pay rate for position scheduled to work on absence dates |

To submit the form, select **Submit**. When the form is successfully submitted, the “You have submitted” screen displays. Note that the form will not submit if any of the fields marked “(Required)” are left empty.

Leaves Administration will notify you via Workday regarding the status of your request.